

REQUEST FOR PROPOSALS (“RFP”)

TO PROVIDE PROGRAM SERVICES FOR THE ASHTABULA COUNTY COMPREHENSIVE CASE MANAGEMENT AND EMPLOYMENT PROGRAM (“CCMEP”)

RFP ISSUED, REVIEWED, AND JOINTLY AWARDED BY:

THE ASHTABULA COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
As the Ashtabula County CCMEP Lead Agency

AND,
IN CONJUNCTION WITH

THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS
The Program and Fiscal Agent of the Area 19 Workforce Development Board

**Initial Contract Period 6 Months
followed by new agreement or periodic extensions for
3 to 4 additional years.**

Proposal Release Date: December 30, 2021

Proposal Due Date: 4:00 P.M. on February 3, 2022

Deliver Written and Electronic Proposals to

Denise Gehring, Administrative Assistant

385 Center St., Suite 100

Chardon, OH 44024

dgehring@neohio.twcbc.com

(440) 285-5842

Mandatory Technical Assistance (TA) Session:

January 5 at 10:00 A.M., E.S.T.

at the Ashtabula County Center, Room 115

2247 Lake Avenue, Ashtabula OH 44004

Potential bidders may attend virtually by arranging for a virtual invitation to Denise Gehring.

RFP TABLE OF CONTENTS

I. Introduction.....	4
II. Explanation and Definitions Essential to Understanding the Program.....	5
III. Summary of Ashtabula County’s CCMEP Program Design.....	8
IV. Performance Monitoring.....	16
V. Instructions, Evaluation, and Timeline for the Submission of Proposals.....	18
VI. Provider Qualifications, Characteristics and Responsibilities.....	28
VII. Primary Performance Measures and Contract Deliverables.....	29
VIII. General Provider Requirements and Liability.....	30
IX. Proposal Information.....	34
X. Proposal Format.....	35
XI. Proposal Procedure and Proposal Evaluation Tool.....	36
XII. EEOC Compliance.....	41
XIII. Proposal Forms and Instructions.....	42
A. Proposal Signature Sheet.....	42
B. Provider Contact Information Worksheet.....	43
C. Organization Description.....	44
D. Program Description.....	44
E. Position Description Information.....	46
F. Subcontractor Disclosure.....	47
G. Budget Overview.....	48
H. Instructions for Preparation of Budget Packet.....	53
I. Attachments and Supportive Information.....	59
J. Required Documentation.....	60
K. Proposal Checklist.....	61
L. Appendices.....	62

I. INTRODUCTION

The Workforce Development Board for Area 19 (“Area 19”) and the Ashtabula County Department of Job and Family Services (“ACDJFS”) administer the Comprehensive Case Management and Employment Program (“CCMEP”) for Ashtabula County. The ACDJFS serves as the lead agency, and as such has primary responsibility for oversight of the entire CCMEP program, and primary responsibility over the fiscal administration over the Temporary Assistance for Needy Families (“TANF”) grant. While ACDJFS is the lead agency, Area 19 retains primary responsibility over the fiscal and program administration over the portion of the program relating to the Workforce Innovation and Opportunity Act (“WIOA”) grant. This program is intended to be one seamless program funded by two different grant sources.

ACDJFS, working in conjunction with the Northeast Ohio Consortium Council of Governments (“NOC COG”) as the fiscal and administrative agent of Area 19, jointly issue this Request for Proposals (“RFP”) for the provision of CCMEP services set forth herein.

All CCMEP services are funded by the TANF grant, Department of Health & Human Services, CFDA Number 93.558, and the WIOA grant, Department of Labor, CFDA Number 17.259. Providers whose proposals are awarded in full or in part, will negotiate and enter into written Sub-Recipient or Contractor agreements. As services are delivered to CCMEP program eligible Ashtabula County youth who are between the ages fourteen to twenty-four (“14-24”), at the time of enrollment, providers will be reimbursed for their expenses. Under no circumstances will payments in advance of expenditures will be permitted. Written contracts are reserved for organizations capable of providing CCMEP services.

The goal of the CCMEP is to take 14-24 year old youth who have socio-economic barriers making it difficult for them to secure their high school diploma, and/or from securing self-sufficient employment after obtaining the same, and to intensively guide them through the securing of their high school diploma plus:

1. successfully pursuing post-secondary education (industry recognized credential or higher); and/or
2. successfully obtaining and retaining employment, ideally employment that provides wages that allow the youth to be self-sufficient and not need any additional public assistance.

To accomplish these goals, the program is divided into two main grouping of services that are available for potential bidders to bid upon for delivery to the youth. They are:

1. Framework Design & Case Management. See Appendix 1.
2. Miscellaneous Program Services. See Appendices 2A-2G.

The issuing entities are ideally looking for a single provider to provide Framework Design & Case Management for all volunteer youth in the program, which are the youth who are not receiving OWF cash assistance. If a single provider is not the best option, the issuing entities will consider other possibilities. The entity selected to provide these services will be in charge of designing and case managing all volunteer youth and possibly some of the OWF mandated youth. Framework design and case management is a very structured process, that must meet a number of requirements set by Ohio Revised and Administrative Code, as well as federal, state, and local policies. The entity that does this work is expected through their case managers to:

1. Help outreach and recruit youth and encourage them to apply, especially out-of-school youth.
2. Handle the initial assessment and framework design of the youth, figuring out the program services that they need, referring them to the same.
3. Case manage the youth the entire time that they are active in the program, and after they exit

from the program, while they are receiving follow-up case management and services.

4. Assess and refer the youth into program services that will help them achieve the program's goals.

While the intensive case management is a valuable program service that will help guide youth towards achieving the stated goals of the program, it the program services themselves that are expected to directly address and resolve the socio-economic barriers that these youth face. As it was designed by ODJFS, the CCMEP encourages the issuing entities to find a single or ideally, multiple providers in each county to have available for enrolled youth the 14 WIOA youth programming elements, and the services related to the same. Of course not every youth will need or benefit from all of the elements and youth will only be referred to program services that are needed. At the same time, there are certain program services, like financial literacy, to which most or all youth will be referred. The program services a youth is assigned to will depend upon their circumstances and goals as determined by their case managers. While the 14 elements for WIOA youth services describe in detail a wide array of program services, so long as a program service is reasonably related to an element it may be proposed and provided under the program. Furthermore, there is no required or mandated curriculum or program that must be administered. So long as the programming can be demonstrated to advance the goal of addressing the barriers of youth, it is a potentially viable service. As a result, the issuing entities encourage the program providers to use their experience in working within the community to propose programming that is imaginative, but demonstrably effective in working with barriered youth. Ideally, the issuing providers hope that they will have multiple entities providing program services.

II. EXPLANATION AND DEFINITIONS ESSENTIAL TO UNDERSTANDING THE PROGRAM

The CCMEP constitutes a single, unified program, made up of two individual grant sources, TANF and WIOA.

The terms and conditions of services and expenditures under the TANF grant are governed by federal laws, regulations, and the terms and conditions of a subgrant agreement between the federal Department of Health and Human Services ("DHHS") as the administrator for the federal government and the Ohio Department of Job and Family Services ("ODJFS"); state laws, regulations, and the terms and conditions of a subgrant agreement between ODJFS as the administrator for the state of Ohio and the ACDJFS and the Ashtabula County Board of County Commissioners ("ACBOCC"); Ashtabula County's resolutions, applicable policy, the local plan of the ACDJFS as the CCMEP Lead Agency, and the terms and conditions of any agreement entered into between ACDJFS and/or the ACBOCC, and the providers of CCMEP Program Services.

The terms and conditions of services and expenditures under the WIOA grant are governed by federal laws, regulations, and the terms and conditions of a subgrant agreement between the federal Department of Labor ("DOL") as the administrator for the federal government and the Ohio Department of Job and Family Services ("ODJFS"); state laws, regulations, and the terms and conditions of a subgrant agreement between ODJFS as the administrator for the state of Ohio and the NOC COG, as the agent of the Workforce Development Board for Ohio Area 19; regional/local policies, and the terms and conditions of a subgrant agreement between the NOC COG as the administrator of WIOA grants and the ACDJFS and ACBOCC as the Lead Agency administrator pursuant to CCMEP; Ashtabula County resolutions and policies, the local plan of the ACDJFS as the CCMEP Lead Agency, and the terms and conditions of written agreements between the NOC COG, ACDJFS, and/or the ACBOCC as the administrative agents of WIOA and the providers of CCMEP Program Services.

The program includes individuals who are **mandated** to be included within the program, and those that may apply or **volunteer** to be within the program.

A **mandatory participant** is any participant that receives Ohio Works First cash assistance. All individuals that receive this benefit must be enrolled into the program so long as they receive that assistance. The mandated participants are those individuals who are at least fourteen (14) years of age, but who are not more than twenty-four (24) years of age, at the time they are registered/enrolled into the program who are also:

1. Participants in the Ohio Works First (OWF) program who have been determined to be work-eligible in accordance with Ohio Administrative Code 5101:1-3-12.
2. Each individual who is an in-school youth or out-of-school youth as a condition of enrollment in workforce development activities funded by the Workforce Innovation and Opportunity Act (2014) (WIOA).

A **voluntary participant** is any other individual that completes the approved **application** or otherwise is enrolled into CCMEP. The voluntary participants are those individuals who are least fourteen (14) years of age, but who are not more than twenty-four (24) years of age, who are also:

1. Any OWF participant who has not been determined to be a work-eligible individual in accordance with Ohio Administrative Code 5101:1-3-12.
2. An individual receiving benefits and services from the prevention, retention, and contingency (“PRC”) program who apply or volunteer for the program..
3. Anyone who applies to be in the Area’s program as a TANF and/or WIOA eligible individual.

The program referred to as CCMEP is broken into the following four distinct timeframes, as described and defined in detail below. In all cases all CCMEP services are to be provided consistent with Ohio Revised Code Chapter 5116, the Ohio Administrative Code Secs. 5101:14-1-04 through 5101:14-1-07 and 5101:10-3-01 and 5101:1-3-11, and JFS form 03001, and the CCMEP Count Lead Agency Plans. None of the phases are required to be a certain mandatory or minimum length of time. Each phase will take as long as reasonably necessary, with the following two exceptions:

1. Those that are mandated to be in the program must be registered and enrolled in the program within thirty (30) days from the date that they are determined eligible to receive Ohio Works First cash assistance.
2. Those that are registered/enrolled within the program for services pursuant to WIOA must receive “follow-up” case management and “follow-up” program services on an “as-needed basis” for a minimum of at least one year.

A. Intake and Eligibility phase.

This timeframe is the time period before a youth is determined to be “**mandatory**” or “**voluntary**” eligible to participant in the CCMEP.

Eligible Participants. An individual cannot be in the CCMEP unless s/he is deemed “eligible” either under TANF and/or WIOA eligibility laws and regulations. More on the differences between eligibility later in this document.

CCMEP Application (JFS 03002 - CCMEP WIOA Youth and TANF Program Eligibility Application). All youth that complete the application must have both their WIOA and TANF eligibility determined.

WIOA Eligibility. Youth are determined to be either in-school (“ISY”) or out-of-school youth (“OSY”) for WIOA purposes at the time that they apply to be in the program. It is not possible for an individual to be deemed eligible as both an ISY and OSY.

If the youth end up being registered/enrolled for services under WIOA based upon the application submitted, they remain an ISY or OSY for the remainder of the time in the program, even if they end up going to, or dropping out of school. Also, once WIOA eligibility is determined, it is permanent for the entire time the youth is enrolled in the program, that eligibility cannot be lost. For a fact sheet regarding the eligibility criteria and definitions associated with In-School and Out-of-School Youth, see **Appendix Four**.

TANF Eligibility. Once determined, is not permanent, but instead is temporary. TANF eligibility is to be redetermined anytime a case manager has actual knowledge that a change of circumstances might have resulted in the youth losing eligibility, or at least annually, whichever happens sooner. Redetermination is done pursuant to the **TANF redetermination application (Also known as Form JFS 03000)**.

Once a youth is determined eligible to be in the program, this first phase ends. The TANF eligibility determinations for all participants will be determined solely by ACDJFS, as the lead agency for the CCMEP.

B. Framework Design phase.

This timeframe is the period after a youth is determined to be eligible, but before s/he is **registered and enrolled** as a program participant.

Framework Design is the earliest phase of program services known as case management. During this part of case management, those providing case management services are required to complete a number of CCMEP required forms. The completion of these forms, along with taking other steps, are conditions precedent to youth being able to be registered/enrolled into the program and moved into the **Active Service Delivery phase**.

Those forms and steps are as follows:

- The completion of a basic skills assessment involving the use of an approved testing tool. Any of the tools on the approved list maintained by ODJFS, that are also approved by the county's lead agency, may be used.
- **CCMEP Comprehensive Assessment (Form JFS 03003)** involving the use of a mandated survey tool.
- The creation of an Individual Service Strategy ("ISS") which identifies the participant's barriers towards securing education and/or employment. This can be accomplished by completing the Individual Opportunity Plan (IOP).
- The creation of an **Individual Opportunity Plan ("IOP") (Form JFS 03005)** which identifies the strategies and services that will be provided to a participant in order to overcome the participant's barriers and allow the participant to secure education and/or employment.
- Primary Case Management which includes a continual assessment of the participant's programming and how the same is meeting the participant's needs identified within the ISS, how the same is advancing the participant's IOP, updating the same, and in general how the participant is progressing toward the successful completion of education, and/or the securing of employment.
- The completion and retention of all necessary documentation.
- Entry of documentation into the designated case management system ("OWCMS") soon to be replaced by Advancement through Resources, Information & Employment Services "ARIES".

Registered/enrolled is the formal designation given to a youth once the criteria below are met, and the necessary entries are made within the current case management system. Youth are either registered/enrolled as receiving services under TANF, WIOA, or both, referred to as "co-enrolled." As soon as a youth is registered/enrolled as receiving one service under TANF or WIOA, they are considered co-enrolled retroactively and going forward for the remainder of the time they are in the program, both pre and post exit.

A youth cannot be considered **registered and enrolled** as an actual CCMEP participant, until all of the following occur:

1. All of the required steps of the framework design are completed.
 2. The case manager performing the framework design assigns the youth within their Individual Opportunity Plan to one or more program service(s).
- And-
3. The youth is referred to and completes their first program service.

Unless and until all of these events occur, a youth may not be **registered and enrolled** into the program, and that youth will not count towards **performance outcomes/measurements**.

Once all of those events occur:

1. a youth has completed the framework design phase of the program;
2. the youth must be registered and enrolled into the program within the case management system;
3. the youth now counts for all WIOA/CCMEP performance measures while in the program, and after s/he exits from the program;
4. the youth moves into the active service delivery phases of the program.

Exit is a formal designation given to a youth once they have been entered within the CCMEP case management system as having ceased receiving active services, or when so many days have passed after the last program service was received with no additional future services entered as planned within that case management system.

See Appendix 1. This part of the RFP covers the work to be provided under this phase.

C. Active Program Service Delivery Phase.

This phase begins once the framework design phase ends, and it ends only when the youth is **exited** from the program.

It is during the active service delivery phase, that the youth may be referred to and/or receive program services that are recognized as being one or more of the 14 WIOA elements. See Appendices 2-A through 2-G. These are the program services to be delivered during this phase.

Furthermore, those same providers selected to deliver program services during this phase will also provide these same services if they are allowed to be provided during the follow-up phase to those exited youth.

D. Follow-Up Phase.

This phase begins once the youth has been exited from the program, and it ends once the case management provider determines that it is no longer allowed or required to provide follow-up services to the youth, with a consideration of whether follow-up services are not needed.

During follow-up, youth are to receive case management. Youth may also receive some additional, limited program services, with the time-period in which they could receive the service will depend upon under what program the youth is enrolled, WIOA, TANF, or co-enrolled under both.

The case management provider selected for Appendix 1 will handle the follow-up case management. The services program providers selected for Appendix 2A through 2G, will provide the program services to those in follow-up, if the program service is eligible to be provided to exited youth during follow-up. If the program service can be provided during follow-up it is denoted within the Appendices 2A through 2G

An individual registered/enrolled only under WIOA or co-enrolled, must receive follow-up case management, and follow-up program services on an “as needed basis,” as long as the services are paid for using WIOA funds for at least a year following exit.

An individual registered/enrolled only under TANF or co-enrolled, should receive follow-up case management for at least a full year following exit, but may only have direct expenditures and/or limited program services provided to them using TANF funds for up to the first four (4) months after exit. After that, only an individual who was enrolled or co-enrolled under WIOA during the Active Service Delivery Phase may benefit from direct program expenditures or receive follow-up program services, and if then, only using WIOA funds.

III. SUMMARY OF ASHTABULA COUNTY’S CCMEP PROGRAM DESIGN

A. Introduction.

The following is a generalized summary of the major elements of the Ashtabula County CCMEP, provided for the benefit of those agencies that are interested in submitting proposals for the same. As set forth herein, there are federal, state, regional, and county laws, regulations, plans, policies, and written agreements that govern the actual performance by those involved within this program (hereinafter “controlling documents”). Included within these controlling documents is a lead agency plan that ACDJFS has created, summarizing how it will administer the CCMEP, as the lead agency. The most recent copy is attached as **Appendix 3**.

It is suggested that each entity reads and becomes familiar with these controlling documents prior to submitting a proposal to provide services. The content of the controlling documents, as opposed to the contents of this RFP shall dictate and control the actual terms and conditions of performance. Where the content of this RFP or any proposal for performance submitted by a bidding entity contradicts with any of those controlling documents, the controlling documents shall dictate and control actual performance, regardless of the content of this RFP, or the proposal submitted by the proposing entity. The following link can be used to find some of the controlling documents:

<https://emanuals.jfs.ohio.gov/Workforce/CCMEP>.

In addition to the controlling documents, ODJFS has a portion of its website dedicated to the administration and provision of services of the CCMEP. A link to that portion of the website is: <https://jfs.ohio.gov/owd/CCMEP/index.stm>. It is highly recommended that a proposing entity review the contents of that page. Especially helpful are many of the documents on the training pages, including the matrix and the published questions and answers broken out by subject.

B. Description of What Program Services this RFP is NOT Soliciting.

As the lead agency for CCMEP within Ashtabula County, there are certain TANF and WIOA program services that can be assigned to ACDJFS. ACDJFS and the NOC COG have agreed to assign the following services to ACDJFS, for an initial term of January 1, 2022, through September 30, 2022, and likely continuing on an annual basis thereafter.

As such, these services are not open for bid, unless, expressly stated elsewhere within this RFP.

1. The Majority of Pre-Enrollment Program Services.

The following program services performed during the intake and eligibility phase for all mandated and voluntary youth:

- Outreach/recruitment as needed, performed as a compliment to the services provided by the provider awarded the contract to perform case management services.
- Intake, review of application.
- Making the initial eligibility determination for both WIOA and TANF.
- Performing the annual redetermination of TANF eligibility.
- Determination of appropriateness for registration/enrollment within the program for all voluntary, non-mandated participants.
- Making of pre-enrollment referrals in addition to or instead of enrollment, where the youth is either not eligible, or enrollment would not be appropriate.
- Provision of information or self-help activities within the OMJ center or virtually.

There are some pre-enrollment services that this RFP does solicit. See Appendix 1of this RFP.

2. Case Management for Mandated Youth receiving OWF funds.

During all phases of the CCMEP, ACDJFS will have primary responsibility for performing the case management and documentation of the same for those youth mandated to be in the program because when they were initially enrolled they were recipients of OWF funding.

3. In-demand LMI with or without career and educational exploration and preparation.

All of the following services can be provided by OMJ Center WIOA staff within the OMJ Career Center.. These services are available M-F from 8:00-AM to 4:30-PM for all walk-ins seeking such assistance. No eligibility or appointment is needed, but the referring youth provider should make arrangements for a formal referral when possible.

- A. Career awareness. See activity definition section.
- B. Career coaching. See activity definition section.
- C. Career counseling. See activity definition section.
- D. Career exploration. See activity definition section.
- E. Post-secondary education and research.
- F. Provision of in-demand LMI information.
- G. Job club and job searching, interviewing, and job acquisition skills training.
- H. Search assistance with Job Placement.

It is also possible for a potential provider as part of case management or the provision of other program services to successfully bid and provide similar services outside of the Ashtabula County OhioMeansJobs Center. However, as these services are available to be performed by Ashtabula OhioMeansJobs staff, upon referral, providers are encouraged to think about utilizing the OMJ staff when possible.

4. Pre-Employment Skills Training, and Basic Employment Skills Training.

There are two types of training that the OhioMeansJobs Center can provide to CCMEP youth as described below. Providing these types of training are not exclusive to the OhioMeansJobs Center staff. Providers can propose and be awarded contracts to provide these types of services, under the following circumstances:

- When the training is proposed as part of the provider’s contract and it does not result in a certification; and/or
- When the training is proposed and approved pursuant to the provider’s contract and the provider or an identified third party sub-contractor will provide the training, at an agreed upon cost per participant.

Any training that is to be done by a third party and results in a certificate that was not approved as part of the contract, cannot be provided to a youth, unless, it is provided by the OhioMeansJobs Center. Therefore, should a youth provider determine a youth could benefit from a third party job/work readiness training, and/or basic skills training that results in a certificate (regardless of whether the certificate is or is not industry recognized), the provider must refer that youth to the OhioMeansJobs Center. The OhioMeansJobs Center will determine whether the training would be appropriate, what training providers are best situated to provide for the training, whether the youth would be eligible and should be co-enrolled as an Adult, and shall make all arrangements and pay for the certificate training out of its budget.

A. Job/Work Readiness Training.

This type of training may or may not result in a certificate. Training resulting in a certificate is preferred, but not mandated. In addition to the training an objective assessment should be used to determine an individual’s possession of characteristics and soft skills know to lead to success in the workplace. Examples of training that results in actual recognizable certificates are:

- (1) the National Career Readiness Certificate; and
- (2) the OhioMeansJobs Readiness Seal.

B. Basic Skills Training.

This type of training may or may not result in a certificate. This type of training results in verification of entry-level job skills such as first-aid, CPR, safety, hygiene, forklift operation, aptitude at operating a computer, aptitude at operating certain types of manufacturing machinery, tools, etc. These result in no certifications or minor certifications not rising to a level of recognized post-secondary credential which includes industry recognized certificates.

5. Occupational Skills Training. Done by Post-Secondary Third Party Educational Providers as Part of an Individual Training Account.

This relates to occupational skills training that constitutes post-secondary education, equating to a degree, college credit, or an industry recognized certificate. Under no circumstances may a provider bid upon or be awarded a contract to provide for this type of training. This type of training is awarded exclusively to ACDJFS. That does not mean that CCMEP Youth may not receive this type of training while enrolled in the program. The case managers for youth should consider this training as a program service for youth shortly before or immediately after they complete their high school graduation or its equivalency.

All youth who are deemed by any provider to be a good candidate for occupational skills training should be referred by their case manager to OhioMeansJobs Ashtabula WIOA staff. The OhioMeansJobs Center will determine whether the training would be appropriate, what training providers are best situated to provide for the training, whether the youth would be eligible and should be co-enrolled as an Adult, and it shall make all arrangements and pay for the certificate training out of its budget.

6. On-the-Job Training Programming with Employer Reimbursement for Permanently Placed CCMEP Youth.

This relates to on-the-job training reimbursement to an employer that is willing to make a permanent hire of a CCMEP Youth, pursuant to a training plan. This is different from subsidized work experience programming. Under no circumstances may a provider bid upon or be awarded a contract to administer OJT programming. This type of training is awarded exclusively to ACDJFS. That does not mean that CCMEP Youth may not receive this type of training while enrolled in the program, CCMEP Youth, the case managers for youth should consider this training as a program service for youth shortly before or immediately after they complete their high school graduation or its equivalency.

All youth who are deemed by any provider to be a good candidate for occupational skills training should be referred by their case manager to OhioMeansJobs Ashtabula WIOA staff. The OhioMeansJobs Center will determine whether the training would be appropriate, what employer are best situated to provide for the training, whether the youth would be eligible and should be co-enrolled as an Adult, and it shall make all arrangements and pay for the certificate training out of its budget.

C. Description of What Program Services this RFP is Soliciting.

There are eight (8) distinctive, separate groups of services for which proposals are being requested, which are listed immediately below, and which are summarized in greater detail within the remainder of this section of the RFP, and within **Appendix 1, and Appendices 2 A-G**. An interested provider may submit a proposal to perform **all or some** of each of the **eight Appendix groups** or groups of program services it is interested in performing. Furthermore, an interested provider may also propose to perform all or some of each Appendix group of possible program services. However, the issuing entities will give preference to entities proposing to perform Appendix 1 program services to provide all services solicited under that Appendix.

Appendix/Group

- 1 Case Management, and Administration of Supportive Services Including Transportation to All Program Services.**
- 2-A Remedial Education.**
- 2-B Career and Post-Secondary Education Exploration and Preparation.**
- 2-C Preparation for Employment.**
- 2-D Paid and Unpaid Work Experience Programming.**
- 2-E Everyday and Extraordinary Life Skills Programming.**
- 2-F Temporary Housing Provider and/or Housing Assistance.**

2-G Counseling and Treatment If Not Covered by Medicaid.

A proposing entity is encouraged, but not required to propose and budget services for individuals of all ages from fourteen (14) to twenty-four (24) years of age, regardless of their ISY or OSY status, and TANF, WIOA, and/or co-enrolled status. If a proposing entity is proposing to not serve all eligible youth, then it must specifically state the populations that it is willing and not willing to serve within its proposal.

CCMEP is an on-going program, which started in 2016. There currently are three primary providers providing the services. They are described with respect to the services that they currently provide through December 31, 2021:

1. ACDJFS currently provides the same services that they will be in the future, except the provider awarded case management will be asked to also require the youth to take a pre-enrollment basic skills assessment from a list approved by ODJFS and ACDJFS.
2. Catholic Charities currently provides financial literacy training.
3. A-Tech provides all the remaining CCMEP program services.

There are currently 233 active ISY, 149 active OSY, 100 ISY in follow-up, and 84 OSY in follow-up, in the Ashtabula CCMEP. These include all TANF and/or WIOA enrolled youth.

Those organizations that have independent sources of grant funding that would allow them to provide the services sought within this RFP, and simply wish to provide those services through a referral to those eligible for the CCMEP, without any additional compensation, do not need to submit an RFP in order to provide those services. Those organizations may receive CCMEP referrals without compensation from Area 19, ACDJFS, and/or their selected Framework Design and/or Program Service providers. Should an organization wish to bring to the attention the issuing parties of this RFP, and negotiate the arrangements regarding referrals, they may do so at any time by contacting the same.

Those organizations that have independent sources of grant funding for individuals who are eligible, and that desire to receive:

1. additional compensation for services from CCMEP grant funds that would serve as partial compensation, which would supplement the funding received from the alternative funding sources in order to make the provider whole;
2. referrals and compensation for services that would not be covered by the alternative funding sources, but which would be provided in conjunction with additional services proposed by the provider that will be covered by the alternative funding sources; and/or
3. any other compensation for CCMEP services where additional, independent sources are available;

are encouraged to submit an RFP.

WIOA and TANF grant funding do not have to be funding streams of last resort according to federal law. However, the issuing entities of this RFP will not allow under any circumstances any proposing entity to double invoice them for any goods or services, where the entity is also invoicing other organization(s) for the same goods or services provided, and the total amount of compensation received from the multiple organizations would exceed the providers' actual costs for providing the same. Any provider that is seeking to provide any CCMEP goods or services, for which it would invoice another source organization, in addition to, or instead of invoicing the issuing agents of

this RFP, that should be called out and identified within the proposal submitted by the proposing provider, with a full explanation of how it would handle the same. For example, a provider that is proposing to provide mental health, substance dependency treatment, and similar services for those in the general population and those recently incarcerated, would likely be able to invoice the entirety of those services to Medicaid. For instance, a proposing provider that would seek to invoice Medicaid for CCMEP services provided would need to disclose within its proposal all of the following:

1. that Medicaid would be invoiced;
2. the invoicing fee schedule for Medicaid;
3. whether the invoicing to Medicaid would be accepted by the provider as complete compensation or whether it would require additional compensation from CCMEP funds for the same;
4. if the proposing provider would require additional compensation, the invoicing fee schedule for the additional compensation it would invoice the CCMEP;
5. for any individual that would not be Medicaid eligible the invoicing fee schedule for the compensation it would invoice the CCMEP for providing services;
6. assurances and/or explanation that any compensation sought from multiple sources for the same good or service constitutes compensation for the providers' actual realized expenses, and does not allow for any profit or compensation in excess of the providers' actual, realized expenses.

Published within the Appendices for each of the **eight (8)** distinctive groups of services are estimated budgets for the Program. Within each Appendix/Group there is an estimated budget available for the initial contract time period of 6 months from April 1, 2022 through September 30, 2022. The amounts available will vary from year to year based upon grants available, and the contracts awarded both in this program year and in future will vary accordingly. Please note that each group of services has two budgets. One budget is the estimated TANF budget, the other budget is the estimated WIOA budget. In addition, providers are encouraged, but not required to try to expend no more than 25% of the WIOA budget on ISY. Contractually, **all providers will be required to not expend more than 50% of their awarded WIOA budget on ISY.**

When providing all services and invoicing for the same, the program services provider will be required to track all direct program expenditures incurred in relation to each individual CCMEP participant, and invoice those services by participant. A direct expenditure is any expenditure that is made on behalf of a single CCMEP participant, as opposed to a group of participants. Wages, incentives, supportive services, etc. are all direct expenditures.

Tracking and invoicing direct expenditures is required as noted above as individuals might be eligible for just one funding source (TANF or WIOA), or multiple funding sources. Tracking direct program expenditures by participant will allow the lead agency to determine which grant sources it may use to pay the Framework Design and/or Program Service provider for these expenses. For example, all of the direct expenditures associated with an individual being within a subsidized/paid work experience program service, or any other service for which the expense is directly attributable to the provision of services to a particular individual, must be invoiced as associated with that individual within the invoice. As stated above, this is important to determine grant source (WIOA vs. TANF), expenditure code (In-School vs. Out-of-School), and work experience (Areas must spend at least 20% of all WIOA grants expenditures on work experience).

When providing all services and invoicing for the same, the potential Framework Design and/or Program Service provider will also be required to track and invoice all indirect program expenditures, as pooled expenses. Indirect expenditures are defined as those expenditures that are related to the general provision of provider services that are not directly attributable to the service of a single CCMEP participant. Within the negotiated, written agreement for the provision of services with selected providers, an agreed upon formula will be devised in which indirect program expenditures will be attributed to and paid for with TANF, WIOA, and/or any other applicable grant funds.

Unless an alternative method is proposed, generally indirect pooled expenses are compensated depending upon the registration/enrollment of the youth receiving those services for the month that is being invoiced.

For those non-profit organizations considering submitting a proposal, the actual direct and indirect costs/expenses associated with operating the program, should be what is proposed within your budget. There should be no expenses proposed in addition to a non-profit's actual expenditures. If they are, they will be treated the same as if they were proposed as profit by a for-profit organization.

For those for-profit organizations considering submitting a proposal, profit is allowed. However, any amount of compensation proposed in excess of the provider's actual direct and indirect costs/expenses must be negotiated based upon the consideration of a number of factors. In all cases, the issuing entities have decided that they will reject any proposal as per se unacceptable that proposes compensation more than ten percent (10%) in excess of the provider's actual direct and indirect costs/expenditures. Furthermore, any profit proposed in excess of five percent (5%) will not be per se rejected, but considered suspect, and likely rejected unless it can be demonstrated that the services being rendered are unique and there are no other

Per the Uniform Guidance at 2 CFR Part 200.323 available at http://www.ecfr.gov/cgi-bin/text-id.x?SID=221805eb190a0c7bd797e6c2297d6731&mc=true&node=se2.1.200_1323&rgn=div8 federal programs may pay profit to a for-profit contractor. The amount of profit must be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. This applies to both TANF and WIOA funded providers.

A proposing entity may subcontract some of the program services to a third party, so long as the total amount of all program services subcontracted out in total to all third party sub-contractors is less than thirty percent (30%) of the total compensation provided for by the contract. Any proposing entity that seeks to subcontract any of the proposed services to any entity that is not a wholly owned subsidiary of the proposing organization, must fully disclose the same within its proposal, must provide all of the information regarding the entity and individuals to whom the work is being subcontracted and the terms and conditions for the relationship between the provider and the sub-contractor, and a separate budget of the sub-contractor, relating to the services it is proposed that they will provide.

All proposing entities must identify within each section in which they are proposing services, the location of the provision of services, including how it will provide for or expect youth to arrange for transportation to the site where program services are provided, if the CCMEP participant is expected to come to the provider for services. While those proposing to provide Appendix 1 services are burdened with proposing how they will transport the youth under their case management to their needed, program services, it is important for those proposing Appendix 2 program services to describe their location of provision of services, and alternative means of transportation for youth to get to those locations other than the Appendix 1 provider or the youth being expected to get to where the services are being offered.

In addition, all proposing entities must identify within each section in which they are proposing services, the hours, and days of the week pursuant to which they will provide services. The issuing entities are looking for entities that are prepared to offer services during a wide range of hours, and beyond traditional Monday through Friday services that exclude weekend and holiday service possibilities, especially where emergency and/or crisis services need to be available.

The remainder of this section and the attached appendices go into greater detail of what services are and are not available to bid upon within this particular RFP.

All proposing entities are advised that the total grant funding availability is contingent upon Federal and State allocation levels, and the decision by the administering entities issuing this RFP to participate within the CCMEP. There is the possibility that participation in the CCMEP by the administering entities, and/or the receipt of TANF and/or WIOA funds could change at any time. Therefore, the CCMEP contract awards may be adjusted during the contract term based upon final Federal and State allocations and funding availability. Included within this contractual adjustment could be the elimination of all or part of the TANF funding, and/or the elimination of WIOA funding being invested into the CCMEP, with it instead being invested into WIOA Youth programming. Should any such event or similar event occur, the administering entities reserve the right to adhere to the results of this RFP by amending the contracts with the parties awarded the same, terminate the contracts, and/or engage in additional competitive procurement that would result in new contracts.

All CCMEP funding is also contingent upon the Ashtabula County Board of Commissioners' approval, and all CCMEP WIOA funding is also contingent upon the approval of the Workforce Development Board to which Ashtabula County belongs, currently Ohio Area Workforce 19.

Those entities whose proposals are rated favorably as set forth within this Agreement, will be asked to enter into negotiations with the issuing agents of this RFP regarding the terms and conditions associated with the provision of CCMEP Program Services. If all parties involved can successfully negotiate all of the terms and conditions associated with the provision of Program Services, then the same will be reduced to either one or two written agreements.

Regardless of whether there are one or two written agreements, the terms and conditions regarding the receipt and usage of WIOA funding shall be between the NOC COG, as the agent of the Area 19 WDB, the ACDJFS, as the lead agency for CCMEP, the Ashtabula County Commissioners; and the entity who is awarded a contract to perform any Framework Design or Program Services using WIOA grant monies. The terms and conditions regarding the receipt and usage of TANF funding shall be between the ACDJFS, as the lead agency for CCMEP, the Ashtabula County Commissioners, and the entity who is awarded a contract to perform Program Services using TANF grant monies. These written agreements shall solely govern the relationship between the applicable parties during the entire time that Program Services are provided.

IV. PERFORMANCE MONITORING

ACDJFS and/or the NOC COG will offer a forum to discuss enrollments, performance, budget expenditures, best practices, and outside audit results. Dialogue and review will also keep attention on expenditure levels and allow the ACDJFS and the NOC COG to more accurately predict expenditure levels, adjust spending, and manage budgets.

The monitoring has the following components:

- Review sample of case files.
- Review of policies, administrative documents, procedures, and other documents related to contract compliance.
- Review of program components including interviews with participants, staff, and other observations.
- Summary of observations.
- Recommendations for improvements.
- Corrective Action Plans (if applicable).

- Follow-Up Monitoring (within 120 days, if applicable); and

There are also annual monitoring site visits from the Ohio Department of Job and Family Services that include youth reviews and file data validations. Similarly, should the Area 19 WDB be selected for review or monitoring or audits by other state agencies and/or the Department of Labor, the Program Service providers can be expected to be monitored or audited at the same time.

A. RECORD RETENTION

Providers must surrender and/or retain all records for the contract for a period of three (3) years after the youth has exited services. Records must be made available upon written request from the NOC COG and/or the ACDJFS.

B. DATA TRACKING AND REPORTING

Providers will measure, document, and report as required by the written agreement and per instructions from the NOC COG and/or ACDJFS. This includes inputting and reporting outcomes, outputs, referrals, benchmarks, participant progress, etc. All reports will be submitted to the ACDJFS and the NOC COG.

Providers are required to input all their data into the State of Ohio's WIOA records systems, known currently as the Ohio Workforce Case Management System (OWCMS) but soon to be the ARIES system.. OWCMS, soon to be ARIES is the state WIOA computer-based system by which youth eligibility is determined, cases are managed, and performance outcomes are reported.

C. QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

Successful applicants must demonstrate capability for continuous improvement through existing policies and procedures and examples of midcourse correction. Prior to contract signing or within three (3) months of contract signature, provider is required to submit for approval, as part of the provider certification process, a quality assurance plan that includes:

1. a training plan for program staff;
2. a policy and procedure manual for staff; and
3. procedures for quality assurance and improvement guided by customer needs, satisfaction, and progress on proposed outcomes.

D. PERSONNEL QUALIFICATIONS

The applicant's local project/program manager must have a minimum of one (1) year of experience as a project/program manager with a similar project or program or relevant transferable skills and experience in this service arena.

Criminal Record Check: Provider warrants and represents it will comply with ORC 2151.86, and will annually complete criminal record checks on all individuals assigned to work with, volunteer with or transport any of the youth. Including, but not limited to the following:

- a. Provider will obtain a statewide conviction record check through the Bureau of Criminal Identification and Investigation ("BCII"), and obtain a criminal record transcript from the Ashtabula Police Department, the Ashtabula County Sheriff's Office (or your local Police and

Sheriff's Department) and any law enforcement or police department necessary to conduct a complete criminal record check of each individual providing services. Provider shall ensure that every above described individual will sign a release of information, attached hereto and incorporated herein as Attachment 1 to allow inspection and audit of the above criminal records transcripts or reports by ACDJFS or a private vendor hired by ACDJFS to conduct compliance reviews on their behalf.

- b. Provider shall not assign any individual to work with consumers until a BCII report and a criminal record transcript has been obtained. A BCII report must be dated within six (6) months of the date employee or volunteer is hired.
- c. Provider shall not utilize any individual who has been convicted or plead guilty to any violations contained in ORC 5153.111(B) (1), ORC 2919.24 or OAC Chapters 5101:2-5, 5101:2-48.

Employees who have been convicted: Employees convicted of or plead guilty to any violations contained in ORC 5153.111(B)(1), or Section 2919.24 may not come into contact with youth enrolled participants.

Employee Confidential Information. The issuing agents of this proposal may request that the Provider not use an employee or prospective employee based on confidential children's services information known to them. To this end, provider shall provide to ACDJFS the name and social security number of all individuals having direct contact with children prior to providing transportation services. Provider shall not use an employee or prospective employee unless approved by ACDJFS and/or the NOC COG.

V. INSTRUCTIONS, EVALUATION, AND TIMELINE FOR THE SUBMISSION OF PROPOSALS

A. RESPONSIBILITY OF THE PROPOSING PROVIDERS

It is the responsibility of the proposing provider to carefully examine the entire RFP and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed provision of Program Services. This includes the Lead Agency CCMEP plan for Ashtabula County, which is incorporated as part of this RFP through this reference and is attached to this RFP as **Appendix 3**.

As set forth herein, there are federal, state, regional, and county laws, regulations, plans, policies, and written agreements that govern the actual performance by those involved within this program (hereinafter "controlling documents"). It is suggested that each entity reads and becomes familiar with these controlling documents prior to submitting a proposal to provide services. The content of the controlling documents, as opposed to the contents of this RFP shall dictate and control the actual terms and conditions of Program Service performance. Where the content of this RFP or any proposal for performance submitted by a bidding entity contradicts with any of those controlling documents, the controlling documents shall dictate and control actual performance, regardless of the content of this RFP, or the proposal submitted by the proposing entity.

It is the responsibility of each provider submitting a proposal to remove all personally identifiable information (such as home addresses and social security numbers) of provider's staff and/or any subcontractor and subcontractor's staff from résumés or any other part of the proposal package, if desired. Following submission to ACDJFS, all proposals become part of the public record.

Costs incurred in the preparation of this proposal are to be borne by the provider, and ACDJFS will not contribute in any way to the costs of preparation.

By submitting a proposal, the provider certifies under penalty of perjury that he/she has not acted in collusion with any other respondent or potential respondent. In addition, provider agrees that it shall refrain from activities which could result in violations of applicable ethics rules and/or regulations and/or prohibited conflicts of interest.

If a written agreement is executed with the provider, , it will be required to agree to protect, defend, indemnify and hold harmless the Board of County Commissioners, Ashtabula County, the ACDJFS, the NOC COG and Area 19 WDB, and their respective members, officials, employees, agents, and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation's (of any party involved in the subject of this Contract), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by provider, its subcontractor(s), provider's or its subcontractor's (s') employees and agents, assigns, and those designated by provider to perform the work or services encompassed by the Contract. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.

In accordance with an agreement arising from this Request for Proposal (RFP), rates will be effective for the remainder of the Program Year following the commencement of the Agreement. By mutual agreement of the parties, an agreement arising from this RFP may be renewed for three (3) additional years.

B. TECHNICAL ASSISTANCE SESSION

It is highly recommended that agencies submitting proposals send at least one (1) representative to a Technical Assistance (TA) Session. The TA Session will be jointly held by ACDJFS to explain the RFP process and proper completion of the proposal.

**January 5, 2022, at 10:00 A.M. E.S.T.
at the OMJ-Ashtabula County Center, Room 115,
2247 Lake Avenue, Ashtabula, Ohio 44004**

C. REQUESTS FOR INTERPRETATIONS AND CLARIFICATIONS, AND QUESTIONS

All requests for interpretations or clarifications, or questions shall be made by submitting in writing to Craig Sernik, craigsernik@neohio.twcbc.com no later than 4:00 p.m. on January 24, 2022. All interpretations and clarifications and answers to questions shall be provided in writing. No oral or telephone interpretations of specifications shall be binding upon Ashtabula County. All requests for interpretation and clarification and questions submitted by any party, including those made at the Technical Assistance Session that are unanswered shall be released approximately within five (5) business days from their submission in the form of question and answer, released to those who attended the Technical Assistance Session, those who requested a copy of the RFP, and/or those who submitted a request for interpretation, clarification, and/or question.

D. DUE DATE FOR SUBMISSION OF PROPOSALS.

Due Date of Proposals:

4:00 P.M. E.S.T.

February 3, 2022

Proposals may be submitted by responding to the enclosed instructions in sufficient detail so as to enable the joint ACDJFS/NOC COG review team to obtain a clear understanding of the proposed service, expected outcomes, and associated costs. Therefore, accurate completion of the provided Budget Packet is crucial. Since several members of the ACDJFS staff review proposals, **proposals not submitted in the explained standardized format may be disqualified from the review process.**

E. PROPOSALS BECOME PROPERTY, AND EVENTUALLY, PUBLIC RECORDS OF ACDJFS/NOC COG

All proposals and any other documents submitted in response to the RFP shall become the joint property of ACDJFS and/or the NOC COG. After contract award decisions are made, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the technical and the cost proposals, any attachments, addenda, appendices, or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted in response to the RFP is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. Provider shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, provider is hereby alerted that this marking is advisory only and not binding on ACDJFS. If there is a request from the public under F.O.I.A. to inspect any part of the proposal so marked, ACDJFS will advise the provider and request further justification in support of the "proprietary" marking. If ACDJFS, after receipt of the justification, determines that the material is releasable, the provider will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

F. DATE RANGE OF RFP RESPONSE VALIDITY

All submitted responses will remain a valid option for selection for twenty four (24) months after the closing date of the RFP. Whether initially funded or not, the WDB, at its discretion, may choose to allocate funds to any response at a later date.

G. FUNDING

Funds identified for this RFP are from WIOA and TANF. However, at the discretion of the Local Elected Officials (LEOs)/WDB, additional funding sources may also be utilized. The fiscal agent for the WIOA youth funding is the Northeast Ohio Consortium Council of Governments (NOC COG). The fiscal agent for the TANF youth funding is the Ashtabula County Department of Job and Family Services (ACDJFS). The Catalog of Federal Domestic Assistance (CFDA) Number for WIOA youth funding is 17.259.

For the purposes of this RFP, whether a cost is treated as direct or indirect, **"unallowable" program costs include, but are not limited to:**

1. Advertising costs and public relations costs with the exception of service related recruitment needs, recruitment of personnel needed for contract performance, procurement of goods and services, and disposal of scrap and surplus materials.
2. Costs of alcoholic beverages.

3. Bad debts, including losses arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
4. Donated or volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.
5. Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening.
6. Contribution or donations, including cash, property, and services, made by the provider, regardless of the recipient.
7. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
8. Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
9. Costs of investment counsel and staff and similar expenses incurred to enhance income from investments.
10. Gains and losses on disposition of depreciable property and other capital assets.
11. Costs of goods or services for personal use of the Provider's employees regardless of whether the cost is reported as taxable income to the employees.
12. Costs of idle facilities.
13. Actual losses which could have been covered by permissible insurance.
14. Costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, except as provided in paragraph (n) of rule 5101:47-25 of the Administrative Code.
15. Interest attributable to fully depreciated assets.
16. The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans.
17. Costs of membership in organizations substantially engaged in lobbying are unallowable.
18. Costs of selling and marketing any products or services.
19. Losses on items and the failure to discontinue certain costs associated with the termination of other awards and contracts.
20. Fines, penalties, or costs resulting from violations of, or failure to comply with, laws and regulations.

21. Goodwill of the proposing entity.
22. Any costs specifically subsidized by federal monies with the exception of federal funds authorized by federal law to be used to match other federal funds.
23. Cost of insurance on the life of any officer or employee for which the facility is beneficiary.
24. Cost of prohibited activities from section 501(c) (3) of the Internal Revenue Code.

If a proposer believes that some of the "unallowable" costs listed above would be an appropriate expense for the program, then the proposer must explain the reasoning in detail in the budget narrative. ACDJFS and the NOC COG reserve the right to determine if the cost(s) will be considered allowable or unallowable for all contracts.

H. RESPONSE SUBMISSION

Please prepare your response to the RFP in the manner appropriate to the level of service you are offering, providing accurate, valid and full disclosure of information. If you fail to follow instructions and/or fail to respond to all necessary parts of the RFP, your response shall be deemed non-responsive and will not be considered for funding.

Responses must be received by the stated deadline. In the interest of fairness to all competing responses, this deadline is firm as to date and hour. ACDJFS and the NOC COG will deem any response that is received after the deadline as ineligible for consideration. Responders should take this practice into account and make early submission of their responses to avoid any risk of loss of eligibility brought about by unanticipated delays, computer service outages, or other delivery-related problems.

Do not use plastic covers or three ring binders. The response should have the cover page as the first viewable page with a single staple in the upper left-hand corner.

One signed original, with two paper copies where specified within this RFP, and one electronic version on a jump drive must be submitted to the attention of Denise Gehring on or before 4 p.m. on February 3, 2022.

Costs for developing responses are solely the responsibility of the responder. The WDB will not provide reimbursement for such costs.

I. PROHIBITED CONTACTS

The integrity of the RFP process is very important to the administration of our business affairs, in our responsibility to the residents of our communities, and to the providers who participate in the process in good faith.

Behavior by providers which violates or attempts to manipulate the RFP process in any way is taken very seriously. Neither provider nor their representatives should communicate with individuals associated with the RFP process about the RFP until the decision of which proposals have been awarded. If the provider attempts any unauthorized communication, provider's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

- a. public officials; including but not limited to the Ashtabula County Commissioners;
- b. NOC COG and Area 19 WDB Board members and employees; and
- c. any Ashtabula County and/or OhioMeansJobs and Job and Family Service employees.

Examples of unauthorized communications are:

- a. telephone calls;
- b. prior to the award being made, telephone calls, letters and faxes regarding the RFP process, interested proposers, the program or its evaluation made to anyone other than the RFP contact person;
- c. there shall be no contact with anyone, including the RFP contact person on anything RFP after the issuance of the RFP unless it is through the formal Q&A process or at the mandatory technical assistance meeting;
- d. visits in person or through a third party attempting to obtain information regarding the RFP; and
- e. E-mail except to the RFP contact person.

J. PROPER DISCLOSURES

Proposer must disclose any pending or threatened court actions and/or claims against the proposer, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

All proposers must provide an assurance that (1) it is a legal entity, (2) it is not barred from receiving federal funding, (3) the federal dollars will not be used for lobbying on behalf of the WIOA program, and (4) Equal Opportunity laws and guidelines will be followed.

K. SUBCONTRACTING

The hiring or use of outside services, subcontractors, or consultants in connection with the performance of Program Services as set forth within this RFP is allowed. Entities that are capable of providing Program Services on their own are encouraged to propose or bid on their own. However, should multiple providers wish to partner together on a proposal, or have one serve as the primary contractor and the other as a subcontractor, this is permitted. The partnership and/or sub-contracting relationship shall be specifically described in the response to this RFP. Each entity's roles and responsibilities must be clearly listed, with the primary or lead organization identified clearly. Under no circumstances may the amount of compensation provided to the sub-contractor exceed thirty percent (30%) of the total contract awarded to the primary contractor.

L. AVAILABILITY OF FUNDS

This RFP is conditioned upon the availability of federal, state, or local funds which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. ACDJFS and/or the NOC COG will notify the proposers/providers at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, a provider's contract may be revised to increase the contract value.

M. POLICY CHANGES

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how and what services are provided, ACDJFS and the NOC COG reserves the right to amend its RFP to comply with the revised policy change. ACDJFS and the NOC COG will notify the proposers/providers at the earliest possible time if this occurs.

N. CLARIFICATION PROCEDURES

All clarifications or changes to proposals submitted in advance of the deadline must be in the form of a written addendum and received in writing prior to the submission deadline.

O. WITHDRAWALS

Submitted responses may be withdrawn. A written request to withdraw the response must be submitted by U.S. Mail to: Denise Gehring, 385 Center Street, Suite 100 Chardon, Ohio 44024, or electronically to: dgehring@neohio.twcbc.com.

P. EVALUATION PROCESS

ACDJFS and the NOC COG reserve the right to:

- a. award a contract for one or more of the proposed services;
- b. award a contract for the entire list of proposed services;
- c. reject any proposal, or any part thereof; and
- d. waive any informality in the proposals.

An evaluation committee will be formed from staff of the ACDJFS and WDB, members of the WDB, Ashtabula County Commissioners and/or their representatives, outside parties with knowledge of youth programs, and may include members of a youth committee should the WDB appoint one. Evaluation committee members will review and score responses according to the assigned points specified in Section XI of this proposal. The WDB retains the right to request additional information from applicants.

The evaluation committee members' scores will be tabulated. Scores will be used as a guide for discussion and approval of provisional providers. If no response adequately addresses the services and outcomes requested, the committee may recommend that no approvals be made. A list of provisional providers will be sent to the WDB for approval.

The decision by the full evaluation committee shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFP documents or excuse the provider from full compliance with its specifications if provider is awarded the contract.

A respondent may not be recommended for funding, regardless of the merits of the response submitted, if they have a history of contract/agreement non-compliance with the WDB or any other Workforce Innovation

and Opportunity Act or WIOA related agency. The respondent may be given provisional approval with the stipulation that special terms and conditions regarding the areas of concern will be a part of the agreement.

The review process shall be conducted in four stages. Although it is hoped and expected that a provider will be selected as a result of this process, the NOC COG and ACDJFS reserve the right to discontinue the procurement process at any time.

Step 1: Preliminary Review

All responses received timely will be reviewed to ensure the proposer submitted all required proposal documents and attachments as specified in the RFP, (reference Proposal Checklist, Attachment D). Proposals missing any of the required paperwork listed on the Proposal Checklist will not be considered for funding. Proposals mailed, but not received at the designated location by the specified date shall not be considered and will be rejected.

Step 2: Evaluation Committee Review

Proposals will be evaluated and rated by the Evaluation Committee as set forth by the scoring sheet that is enclosed as part of this RFP. Each group of services proposed per an Appendix will be separately evaluated and scored against the criteria set forth and in comparison to other proposals for the same services submitted. All Proposal Evaluation Scoring Guides completed by the Review Committee will be maintained on file by the ACDJFS and/or the NOC COG.

Step 3: Other Materials

Evaluation committee members will determine what other information is required to complete the review process. All information obtained during Stage 3 will be evaluated using the scale set forth in Stage 2 review and incorporated into the overall rating for the proposal. The evaluation committee may request information from sources other than the written proposal to evaluate provider's programs or clarify provider's proposal. Other sources of information may include but are not limited to the following:

- Written responses from provider to clarify questions posed by the evaluation committee. Such information requests by the evaluation committee and provider's responses must always be in writing.
- **Presentations/Questioning.** If the evaluation committee determines oral presentations/questioning of the provider are necessary, said session will be focused to ensure all of evaluation committee's interests or concerns are adequately addressed. The primary presentation must include provider's key program personnel. In most instances, an oral presentation/questioning session will be scheduled.
- Site visits may be conducted for any providers as the evaluation committee deems necessary. Site visits will be held at the location where the services are to be provided.

Step 4: Evaluation Scoring

Final scoring for each proposal will be calculated.

Though it is hoped and expected that the eventual selected provider will be selected from this review process, the Evaluation Committee, and ACDJFS and/or the NOC COG reserves the right to discontinue the selection process at anytime and begin the entire RFP process anew, or to not make any awards based on this RFP.

Q. PROVIDER APPROVAL AND ANNOUNCEMENT OF THE SAME

Providers will be competitively approved based on the scoring of the RFP responses. Provisional approval announcements will be made during the first week of March of 2022.

R. NEGOTIATIONS

Those entities whose proposals are rated favorably as set forth within this Agreement, will be asked to enter into negotiations with the issuing agents of this RFP regarding the terms and conditions associated with the provision of CCMEP Program Services. If all parties involved can successfully negotiate all of the terms and conditions associated with the provision of Program Services, then the same will be reduced to a written agreement, which shall solely govern the relationship between the applicable parties during the entire time that Program Services are provided. Services are expected to begin no later than within thirty (30) days after the written agreement is entered into, unless, there are extenuating circumstances.

If ACDJFS and the NOC COG and the successful provider are unable to come to terms regarding the written agreement, in a timely manner, they may terminate the contract discussions with provider. In such event, ACDJFS and the NOC COG reserves the right to select another provider or providers from the RFP process, cancel the RFP or reissue the RFP as deemed necessary.

At its discretion, and in accordance with applicable federal, state, and local laws and regulations, the LEOs/WDB may extend the length of agreements based on acceptable performance, continuity of services, and availability of funding.

S. DISPUTE RESOLUTION PROCEDURES

This process is established to provide a formal means of dispute resolution for any provider or potential provider of activities or programs (hereinafter "provider") who is not satisfied with a decision of the ACDJFS and NOC COG concerning the award of a contract or the termination of a contract for the Comprehensive Case Management and Employment Program (CCMEP) or the Workforce Innovation and Opportunity Act (WIOA).

1. The CCMEP Lead Agency and/or the WIOA Fiscal Agent shall issue written notice to a provider when:
 - A potential provider has submitted a written program proposal in response to a formal Request for Proposal solicitation, and such proposal has not received a contract award; and/or
 - A potential provider's proposal was not accepted in its entirety.
2. All informal means of dispute resolution shall be utilized before a formal appeal is filed.
3. If informal means of dispute resolution fail to satisfy the provider, the provider shall file a written appeal.
 - The written appeal must be filed within five (5) business days of the date of the issuance of the written notice of contract denial or contract termination.
 - The written appeal shall be filed with the NOC COG Director.
 - The written appeal must be signed by the provider or authorized representative.

4. If at any time during the process a resolution occurs or the provider wishes to withdraw the appeal, the provider must give written and signed notice of resolution or withdrawal to ACDJFS.
5. Where the provider continuously fails to cooperate or is unavailable, the appeal may be dismissed on written notice (certified mail, return receipt requested) to the last known address of the provider. The NOC COG shall document all attempts to resolve the appeal and indicate the circumstances for a dismissal of the matter.
6. Within ten (10) calendar days of the date when the appeal was received by the NOC COG, an informal conference will be held. The purpose of the informal conference is for the provider and other involved parties to discuss the situation and, if possible, agree on a mutually satisfactory resolution. The NOC COG will provide written notice, by certified mail, of the date, time, and place of the informal conference.
7. If a resolution has not been achieved at the conclusion of the informal conference, the provider may request a hearing before a hearing officer. This hearing must be held within thirty (30) calendar days of the date when the appeal was received.
8. The NOC COG will appoint an individual to serve as hearing officer. Such individual shall be an impartial third party who will have complete independence in obtaining facts and making decisions, and who is in no way involved with the issue giving rise to the appeal.

The individual shall not be any of the following:

- the attorney representing the NOC COG;
 - a member of the NOC COG; or
 - a member of the WDB.
9. The hearing officer will:
 - receive and review a complete case file prior to the hearing;
 - identify the nature of the action to determine if there is an alleged violation of federal and/or state laws and/or regulations;
 - permit resolution at any point in the proceedings if requested by the provider;
 - provide a hearing agenda; define rights of the provider, the ACDJFS and the NOC COG; and direct parties to appear by certified mail, return receipt requested;
 - state the purpose of the hearing;
 - receive evidence and reserve the right to exclude irrelevant or immaterial matters from evidence;
 - dispose of procedural questions;
 - elicit testimony from witnesses, but shall not act as an advocate for any party;
 - consider and evaluate facts, evidence, and arguments to determine credibility;
 - determine appropriate remedies;
 - make a complete record of the hearing; and
 - render and disseminate the hearing decision to the provider, the NOC COG/ACDJFS.

The hearing shall be conducted in a manner that avoids unnecessary technicalities (e.g. legal requirements such as would be appropriate in court proceedings). Technical rules of procedure and of evidence need not be strictly observed.

Any involved party has the right to representation by an attorney, at the party's own expense.

10. Parties to the hearing will have the opportunity to:

- bring documentary evidence and witnesses;
- have records or documents relevant to the issue(s) to be decided at the hearing produced by their custodian;
- present testimony and oral arguments; and
- question all parties and witnesses.

11. The hearing officer must produce a written decision within thirty (30) calendar days from the date when NOC COG/ACDJFS received the appeal. The decision shall include the following:

- a statement that a hearing was held on a specific date and time at which the involved parties, their representatives, and/or witnesses appeared and were heard;
- a list of those in attendance;
- a synopsis of facts based on the entire record disclosed at the hearing;
- the opinions and statements of reasons for the decision;
- the conclusions based on the findings of fact; and
- the signature of the hearing officer and date of the decision.

12. The decision of the hearing officer shall be recognized as binding and final by the proposing party and by the issuing parties of the RFP.

13. Deadlines for holding the informal conference and the hearing may be extended on the written and signed request of the provider filing the appeal.

Any protest or complaint which alleges discrimination on the basis of race, color, gender, religion, national origin, age, disability, or political affiliation or belief, shall be processed in accordance with the procedures prescribed by the Ohio Department of Job and Family Services and the U.S. Department of Labor Center for Civil Rights. These procedures require a written complaint to be filed within 180 days of the event giving rise to the complaint.

VI. PROVIDER QUALIFICATIONS, CHARACTERISTICS AND RESPONSIBILITIES

All Providers must meet a minimum level of administrative and fiscal capacity in order to enter into an agreement with the WDB. Therefore, all respondents must be able to substantiate the following Documentation of Qualifications upon notification of approved status. This includes agencies that currently or previously received an agreement from the WDB. Failure to satisfactorily substantiate the following documentation could result in revocation of approval. No faxed or electronic documentation will be accepted. Qualifications shall remain valid through December of 2022.

A. REQUIRED QUALIFICATIONS OF ALL PROGRAM PROVIDERS

All program providers must document within their proposal, or in the alternative certify the same, and be able to produce documentation demonstrating the following upon demand, at the risk of being disqualified as a provider.

- The provider is able to conduct business in the state of Ohio.
- Written Personnel Policies including Drug Free Workplace and Child Support Enforcement.
- Written Conflict of Interest Policy for Staff and Board.
- Written Grievance Procedure for Customers/Clients.
- Has Worker’s Compensation Insurance.
- Internet connectivity, individual E-mail accounts for staff working with the WDB, and a computer capable of running the latest versions of Microsoft Internet Explorer, or willingness and budget to acquire these capabilities.

B. PROVIDER CHARACTERISTICS

Approved Providers should demonstrate the characteristics listed below.

- Competent management with vision.
- Customer service oriented staff.
- Cooperative management and staff.
- Commitment to an integrated service delivery model.
- Willingness to partner with others.
- Flexibility and ability to adapt to change.
- Data Integrity.

C. PROVIDER RESPONSIBILITIES

Provider responsibilities include but are not limited to:

- Client tracking and documentation.
- Timely billings and reporting of required data/information.
- Cooperation and coordination with the WDB staff and other providers doing related work
- For work experience services:
 - Complying with applicable Department of Labor and industry regulations, and minor labor laws.
 - Collecting, processing, and maintaining appropriate payroll information.
 - Remitting appropriate payroll taxes.
 - Maintaining Worker’s Compensation coverage.
 - Issuing W-2s.

VII. PRIMARY PERFORMANCE MEASURES AND CONTRACT DELIVERABLES

As part of the negotiated written agreement regarding the provision of services, each program service provider will be required to either meet specific contract deliverables as a condition precedent to the continuation and/or renewal of the provider’s written agreement, or in the alternative will be at a minimum required to perform all program services in professional and competent manner, thereby allowing or furthering the lead agency to achieve their primary, intermediate, and evaluative performance measures/standards.

Performance outcomes/measurements. All youth that are registered/enrolled will be counted towards five performance measures. Those performance measures are generally as follows:

1. Education, training, or employment 2nd quarter after exit. This is the percentage of those that are pursuing education/training or are employed 2 quarters after exit. The measure is considered a success if the percentage is so far above a percentage negotiated with ODJFS.
2. Education, training, or employment 4th quarter after exit. Same as above, but measured 4 quarters after exit.
3. Median earning 2nd quarter after exit. Take all those exited and rank their earnings 2 quarters after exit from nothing to the top earner. If the youth in the middle of the rankings has earned a wage sufficiently higher than the negotiated median wage, the measure is a success.
4. Credential attainment. Of those that were registered/enrolled as an **ISY**, or of those **OSY** that were enrolled into some type of education or training while active service delivery phase, the percentage that completed the education or training. For ISY that were registered/enrolled while enrolled pursuing their high school diplomacy or its equivalency, these individuals will be considered a negative result unless they:
 - a. secure their high school diploma within one (1) year of being exited from the program;
 - b. they earn at least \$1.00 in reportable earnings or more in any quarter following their exit.
5. Measurable Skills Gain. To be an established percentage of all program participants who during a program year are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment. Skill gains will be deemed achieved on attainment of one or more of the following:
 - a. gain in at least one educational functioning level;
 - b. secondary/post-secondary transcript/report card showing that the participant is achieving the state unit's policies for academic standards;
 - c. satisfactory or better progress reports towards established milestones from the employer/training provider who is providing training; or
 - d. successful completion of an exam that is required for a particular occupation, or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge based exams.

VIII. GENERAL PROVIDER REQUIREMENTS AND LIABILITY.

The service provider must:

- A. Certify compliance with all Federal and State laws, rules, regulations, licensing, certification, and auditing standards and requirements that are applicable to the performance of the services being proposed.
- B. Certify compliance with a drug free workplace as outlined in 45 C.F.R. Part 76, Subpart F.
- C. Certify compliance with 45 C.F.R. Part 80, Non-discrimination under programs receiving Federal assistance through the Department of Health & Human Services effectuation of Title VI of the Civil Rights Act of 1964, as amended.
- D. Certify compliance with 45 C.F.R. Part 84, Non-discrimination on the basis of handicap in programs or activities receiving federal assistance.

- E. Certify compliance with 45 C.F.R. Part 90, Non-discrimination on the basis of age in programs or activities receiving federal assistance.
- F. Certify compliance with the American with Disabilities Act, public law 101-226 as well as compliance with all local, State and Federal laws prohibiting discrimination.
- G. Certify compliance with 41 C.F.R. 60 1-4 in that it provides equal employment opportunities and does not discriminate based on race, color, religion, gender, sexual orientation, age, disability, national origin, veteran's status or need for health services.
- H. Certify that it will not deny or delay services to eligible consumers because of the person's race, color, religion, gender, sexual orientation, age, disability, national origin, or veteran's status.
- I. Certify compliance with the provisions of 37 C.F.R. 401 et. seq. pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under the terms of a signed agreement arising from this Request for Proposal (RFP).
- J. Certify compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- K. Certify compliance with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).
- L. Certify compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) regarding payments made to influence or attempt to influence certain federal transactions and execute the Disclosure of Lobbying Activities, Standard Form LLL, if required by Federal Regulations.
- M. Acknowledge that if provider is debarred, suspended or is otherwise ineligible for participation in a federal assistance program under Executive Orders 12549 (3 C.F.R. Part 1986 Comp., pg. 189) and 12689 (3 C.F.R. Part 1989 Comp., pg. 235), or if declared ineligible under statutory or regulatory authority other than Executive Order 12549, it will not be eligible to enter into a contract with NOC COG/ACDJFS.
- N. Accept full responsibility for payment of all unemployment compensation, contributions or reimbursements (including but not limited to mileage reimbursements), insurance premiums, workers' compensation premiums, income tax deductions, Social Security deductions and all other employee taxes and payroll accounting. Provider and its agents or employees shall not be considered employees of ACDJFS and/or the NOC COG for any purposes.
- O. Maintain Workers' Compensation coverage as provided by applicable statute. **Provide the Workers' Compensation certificate as an attachment to the proposal.**
- P. Assure the NOC COG and ACDJFS that the proposed service(s) is already available or can be developed and ready to continue or begin services April 1, of 2022, per a signed, written agreement.

- Q. Establish and maintain effective internal control and accountability for all funds, property and other assets, and be able to account for the receipt, obligation and expenditure of funds.
- R. Have the organizational capacity to provide the proposed program/service and must be able to serve all of Ashtabula County.
- S. Have the ability to import and export data from the NOC COG and ACDJFS via various types of formats such as text files, Microsoft Excel, Microsoft Word, Microsoft Access, or other formats as agreed upon by the NOC COG, ACDJFS and provider.
- T. Maintain all records relating to costs, work performed and supporting documentation for invoices submitted, and make available for audit by the State of Ohio (including but not limited to the Ohio Department of Job & Family Services, the Auditor of State of Ohio, Inspector General or duly appointed law enforcement officials) and agencies of the United States government for a minimum of three (3) years after expiration of the eventual agreement. Should an audit be initiated during the contract period, the service provider shall retain such records until the audit is concluded and all the issues have been resolved.
- U. Comply with all Federal and State laws applicable to the NOC COG, ACDJFS and/or clients of NOC COG and the ACDJFS concerning confidentiality and provide a secure environment for NOC COG/ACDJFS data. As a condition of entering into a contract with NOC COG/ACDJFS, provider must agree that all records, documents, writings, or other information produced and/or used by provider in the performance of the work specified in this RFP are treated according to the following terms:
 - 1. All NOC COG/ACDJFS information which, under the laws of the State of Ohio or under federal law, is classified as public or private will be treated as such by provider. Where there is a question as to whether the information is public or private, NOC COG/ACDJFS will make the final determination;
 - 2. All provider information which is proprietary will be held to be strictly confidential by NOC COG/ACDJFS. Proprietary information is information which, if made public, would put provider at a disadvantage in the marketplace and trade of which provider is a part. Provider is responsible for notifying NOC COG/ACDJFS of the nature of the information prior to its release to NOC COG/ACDJFS. Failure to provide such prior notification is a waiver of the proprietary nature of the information, and a waiver of any right of provider to proceed against NOC COG/ACDJFS for violation of the contract or of any proprietary or trade secret laws. Such failure shall be deemed a waiver of trade secret protection in that the provider will have failed to make efforts that are reasonable under the circumstances to maintain the information's secrecy. NOC COG/ACDJFS reserves the right to require reasonable evidence of provider's assertion of the proprietary nature of any information to be provided. NOC COG/ACDJFS will make the final determination as to whether any or all of the information identified by provider as a trade secret is, in fact, a trade secret; and,
 - 3. Provider agrees that it will not share any information, systems, data, or records made available to it for any purpose other than to fulfill the contractual duties specified herein. Provider agrees to be bound by the same standards of confidentiality that apply to the employees of NOC COG/ACDJFS, Ashtabula County, the Ohio Department of Job & Family Services ("ODJFS"), and the State of Ohio. The terms of this section

will be included in any subcontracts executed by provider for work under the contract. Provider agrees that any data made available to provider by NOC COG/ACDJFS shall be returned to NOC COG/ACDJFS not later than ninety (90) days following termination of the contract and shall certify that no copies of source data were retained by provider. Provider shall agree to current and ongoing compliance with 42 USC Sections 1320d through 1320d-8 and the implementing regulations found at 45 C.F.R. Section 164.502(e) and Section 164.504(e) regarding disclosure of protected health information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- V. Agree that if the provider chooses to provide services via a subcontractor, **prior written consent of NOC COG/ACDJFS must be obtained**. Proper procurement rules must be adhered to when obtaining a subcontractor. The subcontractor shall also be subject to the abovementioned confidentiality requirements and shall be required to agree to said confidentiality requirements in writing whether under contract with provider or in a separate document.
- W. Maintain commercial/general liability insurance or equivalent to include Personal Injury and Contractual Liability coverage with a limit not less than One million and 00/100 Dollars (\$1,000,000.00) naming the Ashtabula County Commissioners and the Ashtabula County Department of Job & Family Services as additional insured on the policy for injuries or damage to persons or property resulting from the provision of services under the eventual agreement and to evidence the same by furnishing a copy of the Certificate of Insurance. This insurance must be primary with respect to any insurance, self-insurance, or risk pool programs to cover the county and its agents and employees. The insurance must cover their employees and any and all equipment, including automobiles, used by their employees to provide the proposed services.
- X. To the fullest extent permitted by and in compliance with applicable law, the Provider will be required to agree to protect, defend, indemnify and hold harmless the Board of County Commissioners, Ashtabula County, State of Ohio, the ACDJFS, the NOC COG and Area 19 WDB, and their respective members, officials, employees, agents, and volunteers (the Indemnified Parties) from and against all damages, liability, losses, claims, suits, actions, administrative proceedings, regulatory proceedings/hearings, judgments and expenses, subrogation's (of any party involved in the subject of this Contract), attorneys' fees, court costs, defense costs or other injury or damage (collectively "Damages"), whether actual, alleged or threatened, resulting from injury or damages of any kind whatsoever to any business, entity or person (including death), or damage to property (including destruction, loss of, loss of use of resulting without injury damage or destruction) of whatsoever nature, arising out of or incident to in any way, performance of the terms of this Contract including, without limitation, by Provider, its subcontractor(s), Provider's or its subcontractor's (s') employees and agents, assigns, and those designated by Provider to perform the work or services encompassed by the Contract. Provider agrees to pay all damages, costs and expenses of the Indemnified Parties in defending any action arising out of the aforementioned acts or omissions.
- Y. Assist in on-going program monitoring and shall accommodate NOC COG/ACDJFS personnel and/or designated third party contract monitor during site visits to the program and/or administrative offices on a periodic basis to determine if program and financial reporting is generally consistent with accepted practices, NOC COG/ACDJFS policy, and stated contract deliverables. NOC COG/ACDJFS strives to ensure funding is utilized to provide accountable, quality programs for residents of Ashtabula County.

- Z. Agree that if applicable, Provider will certify that it will bill Medicaid or other third-party provider as the primary payor source for qualified Medicaid services, utilizing the current waterfall payment system with NOC COG/ACDJFS as the last payor and provide NOC COG/ACDJFS with proof of licensure.

- AA. Perform regular background checks on all employees or volunteers associated with the program. Minimum requirement is no less than every five (5) years. Copies of said Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background checks shall be provided to NOC COG/ACDJFS upon entering into a contract arising out of this RFP. Provider shall not use an employee or prospective employee unless approved by NOC COG/ACDJFS.

It is the responsibility of the Provider to carefully examine the proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed service.

It is the responsibility of each Provider submitting a proposal to remove all personally identifiable information (such as home addresses and social security numbers) of provider's staff and/or any subcontractor and subcontractor's staff from résumés or any other part of the proposal package, if desired. Following submission to NOC COG/ACDJFS, all proposals become part of the public record.

Costs incurred in the preparation of this proposal are to be borne by the provider, and NOC COG/ACDJFS will not contribute in any way to the costs of preparation.

By submitting a proposal, the potential service provider certifies under penalty of perjury that he/she has not acted in collusion with any other respondent or potential respondent. In addition, provider agrees that it shall refrain from activities which could result in violations of applicable ethics rules and/or regulations and/or prohibited conflicts of interest.

IX. PROPOSAL INFORMATION

All requests for interpretations or clarifications shall be made in writing to Craig Sernik, craigsernik@neohio.twcbc.com Executive Director NOC COG-AREA 19 LWDB, no later than on January 24, 2022 by 4:00 p.m.. All interpretations and clarifications shall be provided in a written addendum. No oral or telephone interpretations of specifications shall be binding upon Ashtabula County.

**Due Date of Proposals:
4:00 P.M. E.S.T.
February 3, 2022**

Proposals may be submitted by responding to the enclosed instructions in sufficient detail so as to enable the ACDJFS/NOC COG review team to obtain a clear understanding of the proposed service, expected outcomes, and associated costs. Therefore, accurate completion of the provided Budget Packet is crucial. Since several members of the NOC COG/ACDJFS staff review proposals, **proposals not submitted in the explained standardized format may be disqualified from the review process.**

All proposals and any other documents submitted in response to the RFP shall become the property of ACDJFS and/or the NOC COG. After contract award decisions are made, any proposals submitted in response to an RFP are deemed to be public record pursuant to O.R.C. 149.43. The term "proposal" shall mean both the

technical and the cost proposals, any attachments, addenda, appendices, or sample products. Under the requirements of the Freedom of Information Act (5 USC 552), the contents of proposals or other information submitted in response to the RFP is subject to public release upon request, except those items specifically exempt from disclosure. Such disclosure shall only take place after this RFP process is completed. Provider shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, provider is hereby alerted that this marking is advisory only and not binding on NOC COG/ACDJFS. If there is a request from the public under F.O.L.A. to inspect any part of the proposal so marked, NOC COG/ACDJFS will advise the provider and request further justification in support of the "proprietary" marking. If NOC COG/ACDJFS, after receipt of the justification, determines that the material is releasable, the provider will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.

Agencies wishing to submit proposals must send at least one (1) representative to the RFP Bidders' Conference and Technical Assistance (TA) Session. The attendance can be in person or virtually. A potential provider that wants to attend virtually can secure an invitation by email dgehring@neohio.twcbc.com. The TA Session will be held by NOC COG/ACDJFS to explain the RFP process and proper completion of the proposal:

**January 5, 2022 at 10:00 A.M. E.S.T.
at the OMJ-Ashtabula County Center, Room 115,
2247 Lake Avenue, Ashtabula, Ohio 44004**

X. PROPOSAL FORMAT

In order for NOC COG/ACDJFS to evaluate all received proposals fairly and completely, respondents must follow the RFP format set forth herein and provide all of the information requested for each section. **Proposals that do not adhere to the following format requirements may be considered non-responsive and may be disqualified from the review process and therefore funding consideration. For each program being proposed, please send one (1) original and two (2) copies of the proposal.**

A complete proposal contains the following sections:

- A. Proposal Signature Sheet (Cover Page) – one for each of the Appendices for which the provider wishes to secure a contract for services.
- B. Provider Contact Information Worksheet – one for each of the Appendices for which the provider wishes to secure a contract for services.
- C. Organization Description –one per agency.
- D. Program Description – one for each of the Appendices for which the provider wishes to secure a contract for services.
- E. Position Descriptions – one for each of the Appendices for which the provider wishes to secure a contract for services.
- F. Subcontractor Disclosure -- one for each of the Appendices for which the provider wishes to secure a contract for services.
- G. Completed Budget Packet (See Appendix) – one for each of the Appendices for which the provider wishes to secure a contract for services.
- H. Attachments & Supportive Information (if applicable)
- I. Required Documentation – one per agency.
- J. Required Forms – one per agency

The respondent's usage of the above-standardized format provides the proposal with clarity as well as promotes consistency during evaluation by the review team. **A Proposal Review Evaluation form has been provided for reference to assist providers in ensuring all requested documentation/information has been provided.**

Any additional relevant supportive information that enhances the purpose of any sections should be supplied in narrative form and submitted under "Attachments & Supportive Information."

The following material contains instructions for completion of each of the proposal sections. Any requested specific information should be supplied in a manner that complies with the standardized format or as directed.

XI. EEOC COMPLIANCE

All parties to this proposal assure that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminate against, in connection with the award and performance of this proposal on the grounds of race, creed, color, disability, national origin or sex. The parties further assure that it will include the language of this paragraph in all agreements associated or connected in any way with this proposal and shall cause all existing agreements to similarly include this clause therein.

XII. PROPOSAL PROCEDURE AND PROPOSAL EVALUATION TOOL

Submit **one (1) original** and **two (2) copies** of the **TYPEWRITTEN** proposal in the prescribed format to:

NOC COG-AREA 19 LWDB
Denise Gehring
385 Center Street, Suite 100
Chardon, OH 44024

Proposals are to be mailed or hand-delivered to the NOC COG-AREA 19LWDB as shown above in a sealed envelope marked plainly on the front "**CCMEP RFP.**" All proposals must be signed by a proper official of the proposing organization/firm. Proposals that are not typewritten may not be reviewed for funding consideration. **Please do not fasten the proposal together in a permanent manner.** Rubber bands, paper clips and binder clips may be used to fasten together, as these are easily removed.

Please note this is not a sealed bid process. Only proposals received by the deadline listed, will be reviewed and considered for funding. All proposals are time and date stamped as received and will undergo a cursory review to check the format and other potential disqualifiers. **Proposals received after the due date and time WILL NOT be reviewed for funding consideration. This requirement will be strictly enforced.**

If the proposal is accepted for funding consideration by NOC COG/ACDJFS, providers will receive notice regarding a deadline for submitting a revised budget and/or any necessary program adjustments. Additionally, at that time the provider will be required to submit any subcontracts that will be used to deliver the contracted service. Acceptance or rejection of a proposed subcontract is at the sole discretion of NOC COG/ACDJFS. Proper procurement rules must be adhered to when obtaining a subcontractor. Final recommendations will be submitted to the Ashtabula County Board of Commissioners for their approval.

This RFP is conditioned upon federal, state, and/or local policy and regulation. If during any state of this RFP and resulting contracting process policy changes occur that would impact how and what services are provided, ACDJFS and the NOC COG reserve the right to terminate concurrent with the notice of the policy change. ACDJFS and the NOC COG will notify the providers at the earliest possible time if this occurs.

ACDJFS and the NOC COG reserve the right to reject any or all proposals for any reason whatsoever. Consideration will be given to such matters as provider integrity, record of past performance with the same or similar awards, financial and technical resources, as well as price and other factors. A Proposal Review Evaluation form has been provided for reference to assist providers in ensuring all requested documentation/information has been provided. All proposals may be rejected if funding cannot be appropriated. Actual total funding availability is contingent upon allocation levels. Therefore, NOC COG/ACDJFS contract awards may be adjusted during the contract term based upon final allocations and funding availability. Funding is also contingent upon the Ashtabula County Board of Commissioners' approval.

JOINT CCMEP RFP PROPOSAL REVIEW EVALUATION

Proposal Evaluation Tool Instructions

This tool is designed to rate proposals utilizing a Likert Scale rating system from 0 to 3 as follows, except where noted.

0 = Does not meet standard 1 = Partially meets standard

2 = Meets standard 3 = Exceeds standard

Directions:

Each Proposal Review Committee member will complete each section by assigning a rating to each statement and members' scores will be tabulated.

Comments should be added to support the rating system.

Name of Provider: _____ **Program/Service Proposed:** _____

Section A – Provider/Proposal Requirements: Evaluation Criteria	Doesn't Meet (0)	Partially Meets (1)	Meets (2)	Exceeds (3)
1. Provider's overall purpose, governing structure, years in operation, incorporation status and source(s) of funding are clearly defined.				
2. Provider demonstrates its capability to comply with drug free work place, EEO, non-discrimination, & ADA regulations, taxes, payroll accounting, insurance coverage including workers compensation.				
3. Provider demonstrates capability to comply with all Federal and State laws, rules & regulations in regards to the proposed program/service.				
4. Provider demonstrates the organizational capacity, internal controls, fiscal accountability & technology to provide the program/service.				
5. Provider adequately described each program/service offered.				
6. All Attachments & Supportive Information were provided.				
7. All Required Forms have been signed and notarized.				
8. Identification of the CCMEP outcome(s) addressed by the services.				
9. The geographical location of the program/service is addressed & how it will be made available to all Ashtabula County residents.				
10. The proposal describes in sufficient detail the scope of the proposed program/service & adequately explains how it will address client needs.				
11. Provider describes how achievement of program objectives should be assessed & whether there any ongoing participant evaluation processes.				
12. Provider identifies the number of CCMEP eligible participants who can be served under the proposed program/service as well as the total number of participants served under the program/service.				
13. The proposed daily/weekly/monthly program schedule for the program/service was provided.				
14. Provider demonstrates that it has a history of being a successful provider of the proposed program/service by listing traits that uniquely qualify it to provide the proposed program/service based on years of experience and/or letters of support.				
15. Provider describes sufficient record retention capabilities & identifies how client confidentiality & data security will be maintained.				
16. Provider describes how it will provide adequate personnel to provide the proposed program/service, the knowledge base & skills required for each position, & how it ensures that staff meet/maintain those requirements. position held. Program/service staff résumés listing qualifications & copies of applicable licenses/certifications provided as attachments.				
Total for this Subsection				

Name of Provider: _____

Program/Service Proposed: _____

Section B – Favorableness of Programing Proposed to Other Similar Programming:

Evaluation Criteria	Unfavorable (0-4)	Not Preferable (5-9)	Preferable (10-14)	Very Favorable (15-20)
The total budget proposed is favorable based on the program/service being offered and total amount of CCMEP participants proposed to be served.				

Section C – Budget:

Evaluation Criteria	Doesn't Meet (0)	Partially Meets (1)	Meets (2)	Exceeds (3)
1. Budget is sufficiently detailed, provides a clear explanation of the actual costs that the Provider anticipates incurring by each line item.				
2. Budget Narrative provides a high-level summary of the costs appearing in the budget.				
3. Indirect Costs and/or Profit are Either acceptable or likely to be acceptable after negotiations				
4. Budget describes details how it will calculate direct expenditures and pooled expenditures in an acceptable way.				
Total for this Sub-Section				

Section D – Favorableness of Budget Compared to the Same or Similar Programs:

Evaluation Criteria	Unfavorable (0-4)	Not Preferable (5-9)	Preferable (10-14)	Very Favorable (15-20)
The total budget proposed is favorable based on the program/service being offered and total amount of CCMEP participants proposed to be served.				

Totals

Total of Section A.				
Total of Section B.				
Total of Section C.				
Total of Section D.				
Totals				

Comments Related to Scoring:

Recommend for Approval _____ **YES** _____ **NO**

Recommended Range of Award: \$ _____ **Low Range** \$ _____ **High Range**

Committee Recommendations for Negotiating Contract with Provider –or– Explanation for Rejection of Proposal:

Proposals were reviewed by the Proposal Review Committee on _____, 20_____.

We, the Proposal Review Committee, state to the best of our knowledge and belief that by signing this Proposal Review Evaluation, we have no financial or other interests that could impair our ability to act impartially and in the best interest of the Ashtabula County Department of Job & Family Services during this review process. Any potential conflicts of interest shall be disclosed immediately and said member(s) shall abstain from considering proposals that involve a material financial interest or benefit to said member(s).

Committee members included:

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

Proposal Review Committee Member

XIII. PROPOSAL FORMS AND INSTRUCTIONS

A. PROPOSAL SIGNATURE SHEET

**REQUEST FOR PROPOSALS
Comprehensive Case Management and Employment Program (CCMEP)
Initial Contract Period**

Name of Proposing Organization/Firm (legal name and dba 's) Federal ID #

Address of Proposing Organization/Firm City/Zip Code

Name of Person Preparing Proposal Telephone Number Fax Number

Organization/Firm Web Site Address

Workers' Compensation and Unemployment Insurance Account #'s

Proposed Program: Total Amount of this Proposal Request:

\$ _____

Assurances: I hereby attest that I have reviewed this proposal, and I am in full agreement with its content and cost. I further attest that the cost and price information submitted is accurate and complete and is based on current available data. I further assure that I have the authority to commit the organization/firm to submit this proposal and will abide by all of the conditions and assurance implied or required herein. Should this proposal be accepted, this organization is willing to comply with all provisions of this RFP and the County's general contract terms and conditions.

SIGNATURE OF AUTHORIZED CHIEF EXECUTIVE OFFICER OF ORGANIZATION/FIRM:

Name & Title (**original in blue ink**)

Printed Name & Title

Telephone Number (Extension) E-mail Address

B. PROVIDER CONTACT INFORMATION WORKSHEET

Complete this worksheet for the proposed program.

PROVIDER INFORMATION			
Provider's Legal Name and DBA's			
Federal ID #			
DUNS # (See CFR §200.32 - Data Universal Numbering System)			
Address Line 1			
Address Line 2			
City			
State		Zip Code	
Telephone Number			
Fax			
Web Address			
Agency Hours			
Service Days and Hours			
Description of Proposed PRC Service			
CEO (or DIRECTOR if no CEO)		Administrative Contact (List Director here if CEO is listed to the left. If no CEO then list person to contact if Director is not available)	
First Name			
Last Name			
Job Title			
Telephone			
Extension			
Fax			
E-mail			
Address			
City			
State			
Zip Code			

C. ORGANIZATION DESCRIPTION

This section of the proposal is a description of the proposing organization. Be very specific and detailed in addressing required information. **Attempt to keep this response to no more than five (5) pages.**

1. Briefly and concisely state the organization's overall purpose as defined in its Articles of Incorporation, including its classification such as public, private, corporation partnership, not-for-profit, etc.
2. Describe the organization's governing structure and years in operation.
3. Indicate incorporation status for tax purposes. If the organization is incorporated under one name, but does business under another, clearly state all names and include the Federal Identification Number associated for each.
4. State how the organization is funded. Example: private fees, sales, fundraising, grants (private and/or governmental), etc.
5. List all current programs offered by the organization. To further illustrate these programs include a table of organization (TO) that clearly distinguishes functions, channels of communication, and highlights the team dedicated to the proposed program and services. **Provide TO as an attachment to the proposal.**
6. Specify all paid holidays (e.g., New Years, Christmas, etc.) the organization observes. **Provide a schedule of all days the organization does not provide service as an attachment.**
7. Does the organization comply with ADA regulations? Briefly describe or provide agency policy/documentation regarding how accommodations for employees and clients with disabilities are met.
8. Briefly describe the organization's Equal Employment Opportunity policies. **Sign and notarize the EEO form** indicating the organization's compliance with County and State EEO regulations. This form is included as an Appendix item and must be submitted as part of the Appendix packet accompanying the proposal.

D. PROGRAM DESCRIPTION

Complete the following information to provide a concise, high-level summary of the provider's approach for each CCMEP service/program proposed. If a question is not applicable, please indicate such and the reason. **If the organization proposes more than one (1) service/program, please submit a separate Program Description for each. Attempt to keep this response to no more than six (6) pages per Program Description.**

1. Which CCMEP outcome(s) does this service/program address (see **Appendices 1A through 1E**), and **Appendix 2**?
2. All services/programs should be available to all Ashtabula County residents. Identify the CCMEP service/program to be provided and geographic location the service/program proposes to serve.

3. Describe in detail what the organization/firm proposes to do and how in order to provide the CCMEP service/program.
4. Describe how achievement of program objectives is assessed and whether there are any ongoing participant evaluation processes for the service/program proposed. If applicable, include copies of participant evaluation forms used as an **attachment**.
5. Provide the total number of CCMEP eligible participants which can be served under the proposed service/program, as well as the total number of participants served under the service/program who are not CCMEP eligible.
6. List the days and hours the service/program is provided and include a proposed daily schedule as an **attachment**. If the service/program is provided in a periodic manner, provide a proposed schedule of start and end dates for each session in the **attachment**. State the actual number of calendar days the service/program is provided (do not include days when the organization is open for staff meetings, etc., but no service units are actually being provided to participants). If applicable, this information should be provided for every location at which the service/program is provided.
7. Indicate provider's years of experience with providing similar services/programs and/or state what uniquely qualifies the organization to provide this service/program. If provider has not contracted with NOC COG/ACDJFS in the past, please provide letters of support as **attachments**.
8. The cost of the proposed CCMEP service/program for up to a period of one (1) year (beginning July 2016).
9. Indicate the minimum level of record keeping provided by the organization/individual in order to demonstrate sufficient control in the documentation of the delivery of the service/program (e.g., name, Social Security number, dates of services, etc.).
 - a. Describe how the delivery of the service/program to all participants is/will be documented by the organization.
 - b. Describe the personnel positions that utilize and complete the forms at all points in the organization's record keeping process.
 - c. Describe how the organization will manage and maintain hard-copy records for each participant applicable to management and retention.
 - d. Describe how client confidentiality and data security will be maintained.
10. List other community resources available to address this problem.
11. Any other information provider feels is applicable.

E. POSITION DESCRIPTION INFORMATION

- Using a format similar to the following, list all position descriptions included in the budget as they pertain to the proposed program.

Position	Filled or Vacant	Licensure (y/n)	Paid or Volunteer	Salary Range

- Include the organization/individual's written position description(s) for the position(s) listed in the budget as an **attachment**. Position description(s) must include the knowledge base and skills required for each position.
- If applicable, include résumés of staff currently providing services for each program being proposed and copies of individual licenses and certifications, if applicable, as an **attachment**.
- Include an explanation as to how the organization/individual ensures that staff meets or maintains the requirements of the position held (i.e. continuing education classes, workshops, seminars, etc.).

Sensitive Personal Information: It is the responsibility of the provider submitting a proposal to remove all personally identifiable information (such as home addresses and social security numbers) of provider's staff and/or any subcontractor and subcontractor's staff from résumés or any other part of the proposal package, if desired. Following submission to NOC COG/ACDJFS, all proposals become part of the public record.

F. SUBCONTRACTOR DISCLOSURE

EXPECTATIONS REGARDING USE OF SUBCONTRACTORS

All subcontracting agencies are subject to the same terms, conditions, and covenants contained in this RFP and any contract subsequently issued. The subcontractor shall comply with these rules set forth in the Laws of the State of Ohio, and any rules, regulations, and procedures associated with the program's funding source(s) as well as other relevant Federal, State or local requirements.

In the delivery of services as described in the proposal, will it be necessary to subcontract?

If no, please write a statement that no subcontractors will be used and note that if subcontracting becomes necessary during the term of the contract, **prior written consent of NOC COG/ACDJFS must be obtained** and an amendment must be completed to insert the information required into this section.

If yes, please continue with "a." through "e." If more than one (1) subcontractor will be utilized, complete "a." through "e." for each subcontractor.

- a. Name, address, and telephone number.
- b. Service/work to be provided.
- c. Disclose the proposed dollar amount for each subcontract.
- d. Include the effective dates of the subcontractor's work (shall fall within the contract period of the primary contractor).
- e. Enclose a copy of each subcontract. If not available, please indicate here that once the primary contractor has signed their agreement, the subcontracts will be forwarded to NOC COG/ACDJFS.

G. BUDGET OVERVIEW

A **completed** Budget Packet includes a **detailed Budget Narrative** as well as budget forms for computation. Completion of a narrative provides the opportunity to explain the costs associated with operating the proposed service/program and may alleviate the need for additional requests and/or revised budgets during the review process.

The budget is to be a clear reflection of the costs associated with operating the proposed service/program. Costs must be necessary and reasonable for the performance of the contracted service/program and be consistent with the organization/firm's policies and procedures that apply uniformly to all purchases.

In-kind costs/donated services are not reimbursable either as a direct or indirect cost.

All figures entered on the budget must be rounded to two decimal places.

In the Unit Cost Budget, figures entered into the column entitled "Proposed Units Under Contract" must be rounded to the nearest quarter-unit. The Total of the Budget Face Sheet columns entitled "Total Cost, by Service" and "Total Service Units" should reflect figures for the total program. To illustrate the amount the organization is requesting, please use the Budget Face Sheet columns entitled "Proposed Units Under Contract" and "Proposed Amount Under Contract."

The Budget Face Sheet must show each separate service proposed, if applicable.

The budget should reflect both the portion that the issuing agents are being asked to purchase and the portion funded by other entities. Other sources of funding should be reported on page seven (7) of the Budget Packet and in-kind program support should be listed on page two (2) of the Budget Packet. If the proposal is accepted, **funds will be limited**. Having other sources of funding for the proposed service/program is crucial to ensuring continuous delivery of said services/program upon expending the contract funds.

Only actual delivered units of service are billable. Time spent at lunch or on break may not be included in the budget for personnel and must not be incorporated into the unit rate. Time spent in supportive functions such as case record dictation, program eligibility determination, staff travel, supervisory functions, counseling, outreach, etc. and their related costs should be reflected in the budget.

Standard units of service identify in comparable terms the amount and costs of the service provided. Standard units of services may account for more than the time of direct service delivered.

Further, when developing the billable rate consider costs associated with non-delivery of service due to such occurrences as participant illness, failure to keep appointment, etc.

Any materials and supplies needed by program participants in order to function in the programs should have the cost included in the budget as part of the billable unit rate, **not** charged to the participant.

Indirect Cost charged to this service/program cannot exceed ten percent (10%) of the Modified Total Direct Cost (MTDC) unless your organization/firm has a Negotiated Federal Rate (if applicable, include as an attachment). MTDC means all direct salaries and wages, applicable fringes benefits,

materials and supplies, services, travel, and subawards and subcontracts up to the first Twenty-five thousand and 00/100 dollars (\$25,000.00) of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts 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 and subcontract in excess of Twenty-five thousand and 00/100 dollars (\$25,000.00). 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 (CFR §200.68).

Service delivered shall be reimbursed at the agreed upon rate and will be made according to the appropriate invoice procedures. All terms of the said invoice procedures will be identified in the contract or distributed during the first meeting of selected providers.

Funding for this program is received by the State from the Federal government. The State allocates these funds to the counties who then enter into Purchase of Service Agreements. As such, the Federal government defines what may be included in the provider's budget as an allowable expense. For information regarding what constitutes allowable expenditures when funding is received from Federal sources, please refer to the Code of Federal Regulations (CFR), which may be accessed in electronic format via the internet at:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

When determining whether a particular item of cost is allowable or unallowable to include in the budget, please refer to the CFR, General Provisions for Selected Items of Cost, for guidance at:

http://www.ecfr.gov/cgi-bin/text-idx?SID=669ed8ac8cbd77dd8cdcbf9f50774ef8&mc=true&node=sg2.1.200_1419.sg16&rgn=div7.

Definitions Related to the Program that Effect Budgeting/Invoicing.

1. Eligibility. The terms and conditions per the source grant's program that permit an individual to receive service and have monies expended either directly upon them, or indirectly in the form of services. Before an individual may advance within the program to be engaged within Framework Design/Case Management s/he must first be determined to be eligible. See also the definition of the types of eligibility and enrollment.
2. Enrollment. The act of actively registering an individual that is determined eligible for one or more grant programs as an enrolled participant within one or more programs with the applicable case management system. (I.E. OWCMS).
3. Definitions Related to Eligibility/Enrollment. Each youth will be registered and enrolled under one or more of the following populations.
 - a. Workforce Innovation and Opportunity Act Eligible ("WIOA"). Eligible as either an In-School Youth or Out-of-School Youth in the CCMEP.
 - i. Out-of-School Youth ("OSY"). Those youth who have been determined WIOA eligible must be determined to be either OSY or ISY. OSY are generally those who are not enrolled within a secondary educational program, pursuing their high school diploma.

- ii. In-School Youth (“ISY”). Those youth who have been determined WIOA eligible must be determined to be either OSY or ISY. ISY are generally those who are enrolled within a secondary educational program, pursuing their high school diploma.
 - b. Temporary Assistance for Needy Families Eligible (“TANF”).
4. Dual Eligibility. When an individual has been determined eligible for more than one program.
 5. Sole Eligibility. When an individual has been determined eligible for only one program.
 6. Dual Enrollment. When an individual has been registered as a participant within the applicable case management systems for more than one program eligibility.
 7. Sole Enrollment. When an individual has been registered as a participant within the applicable case management systems only one program, regardless of whether the individual has or has not been determined eligible for one or more program(s).
 8. CCMEP Youth will be registered and enrolled in one of the following five ways. How a youth is registered and enrolled will dictate how actual direct, actual but not direct, and indirect pooled administrative expenditures are expensed to WIOA ISY, WIOA OSY, and/or TANF funding. How a youth is registered and enrolled is controlled by ACDJFS, who will dictate to the provider that is awarded the Case Management and Framework Design services how a youth may originally be registered/enrolled, and whether that registration/enrollment may change at a later date depending upon a change in eligibility and/or circumstances.
 - a. CCMEP TANF only;
 - b. WIOA ISY only;
 - c. WIOA OSY only;
 - d. CCMEP TANF and WIOA ISY dual enrolled ISY; or
 - e. CCMEP TANF and WIOA OSY dual enrolled.

For actual expenditures not made as a direct expenditure on a single participant, and/or for pooled administrative staffing, a monthly census of these five (5) population groups enrolled per program service is usually determinative of whether these expenditures are booked to ISY WIOA, OSY WIOA, or CCMEP TANF. Each provider awarded a contract will along with their monthly invoice submit a census of the number of youth enrolled within each bid program service the population of each of the five population categories set forth within this paragraph.

9. Actual, direct expenditures on a single participant. These are defined as those expenditures incurred by the provider that and are directly attributable to the provision of goods or monies provided directly to a participant, or in the case of expenses that are associated with employment those that are paid to a third party. This would include any and all expenditures that are related to the provision of wages, incentives, and/or supportive service payments or goods provided and received by a participant. This includes transportation, where the individual is transported with one or more participants by a third-party provider or by provider. And/or where the participant is directly provided with compensation in the form of a gas card, bus/cab fare, or the provider pays a third party a single fee to transport the participant.
10. All other actual, expenditures that are not incurred on a single participant. These are expenditures that are not attributable to direct expenditures made on single participants but are instead expenditures made for the benefit of all of those enrolled within the program.

11. Work experience expenditures. These are all actual expenditures that are incurred in relation to an individual being within a seasonal or year-long work experience program. This includes the provision of wages, benefits, tax contributions, staff time spent on securing, placing, and monitoring the site associated with the work experience, indirect expenditures, including overhead, etc. This does not include the expense associated with the provision of any transportation or other similar supportive service related to the individual's employment. The general rule of thumb is that all expenditures that could only be attributed to the work experience element (one of fourteen elements) may be counted as a work experience expenditure. If the expenditure could be counted as an expenditure for any the other thirteen elements, it should be counted under the same, and not as a work experience expenditure. Of all WIOA expenditures made in a single year, the total ISY and OSY work experience expenditures must total twenty percent (20%) or more of those total expenditures.

Special Considerations Related to the Program that Effect Budgeting/Invoicing.

1. A provider may be asked to enter a single written CCMEP Agreement, or two very similar agreements, broken into a WIOA CCMEP Agreement and a TANF CCMEP Agreement. Regardless of whether there is two Agreements or a single Agreement, a provider will submit a single monthly invoice This one (1) invoice shall be used by ACDJFS and NOC COG to compensate the provider for all of its actual expenditures incurred for the provision of CCMEP goods and services provided, utilizing both WIOA and TANF grant source funds.
2. Invoicing to Demonstrate Actual Expenditures Incurred. Provider shall be paid for its actual, realized expenditures as set forth and provided for within federal, state, and local law and policy, , so long as provider has demonstrated with proof that it has realized each expenditure, and said expenditure was also reasonable and necessary to the performance of its services. As these actual expenditures do not relate to a specific direct expenditure on a specific youth, how these expenditures are coded and paid, usually depend upon a monthly census accounting of the five population groups receiving program services from the Provider for the month in question. The monthly invoice shall be broken into three sections organized around the Articles of services as organized below:
3. For each service or program services grouped together by agreement of the parties, provider will further break out each section of the invoice into three sub-sections based upon the category of actual expenditure identified below:
 - a. Actual, direct expenditures on participants, for which participants receive compensation broken out in detail regarding the actual expenditure identified and broken out per the name of the participants. Examples of these are work experience wages, incentives, supportive services, temporary housing costs.
 - b. Actual expenditures for all other program services that are not direct expenditures on participants. Wages of staff, rent for buildings solely used for CCMEP, program supplies. These are expenses that are actually incurred on the costs of operating the CCMEP program services, and solely on CCMEP services. How much of these costs will be booked to the ISY or OSY WIOA funding stream, and/or TANF CCMEP, will be negotiated between the provider and the grantors for these services.
 - c. Pooled administrative staffing and/or overhead, which in the aggregate must be ten percent (10%) or less of the total invoice, and all total costs during the term of the contract. These are expenditures relating to the expenditures of the provider on administrative staff and/or other expenditures that are pooled by the provider to provide staffing services for multiple programs and are not dedicated to the provision of CCMEP within Ashtabula County.

4. The supporting documentation that demonstrates actual expenditures, should include but not be limited to the following as applicable:
 - a) The General Ledger detail report showing current month expenditures.
 - b) Monthly payroll registers.
 - c) Agency and administrative expense summaries which pertain to the monthly direct and indirect cost calculation.

5. If out-of-county travel expenses are incurred related to provider staff travel/training, provider must include copies of itemized receipts supporting actual costs to be reimbursed. Costs incurred for travel including, but not limited to, lodging, common carrier, meals and incidentals, must be considered reasonable and otherwise allowable to the extent that such costs do not exceed charges normally allowed in like circumstances. In the absence of an acceptable written policy regarding travel costs, provider shall follow the maximum reimbursement rates/amounts established under the U.S. General Services Administration (GSA). Alcoholic beverages, laundry and entertainment/movies shall always be deemed non-reimbursable expenses.

6. Provider will submit electronically to ACDJFS, with a copy to the NOC COG, each invoice within thirty (30) days following the conclusion of each month.

H. INSTRUCTIONS FOR PREPARATION OF BUDGET PACKET

A completed Budget Packet must be submitted for each of the proposed service groups (Appendices 1-A through 1-E, and Appendix 2). Attached is the Budget Packet

The budget for the program of services offered by the provider must reflect efficient administration and good management practices. Anticipated expenditures shown on the budget must be reasonably in line with those of similar service providers providing comparable services.

The budget must be completed on the basis of the cost of the entire program, not solely on the portion of the program projected for recipients.

Providers are required to complete pages 1-8 of the attached format. Please enter a zero (0) if there are not costs associated with this line of the budget. Please round all figures to two (2) decimal places. Providers must adhere to the Budget Guidelines contained in these instructions.

When completing the budget, begin with pages 3-8. The total cost of pages 3-8 is summarized on page 2. Page 1, the Budget Face sheet, should reflect the total program cost.

The budget is to be completed for an initial period of 6 months (beginning April 1, 2022 through September 30, 2022). Separate budgets must be submitted for each program the organization is proposing to provide. If services are provided at multiple locations, separate budgets must be completed for each location.

Budget Face Sheet – Unit Cost Budget – Page 1 of 8

Box in Upper Right Hand Corner – Enter date budget completed and circle either *Initial Budget* or *Revision* # _____. If the budget is revised, enter which revision in the space after Revision #.

Provider – Enter the legal name of the provider which is providing the program.

Address – Enter the location of the main offices of the organization, street number, city, state and zip code.

Telephone Number – Enter the telephone number of the main offices of the organization.

Date Prepared – Enter date budget completed.

Program Name – Identify the program to be provided.

Contract Period – Enter the effective dates of the proposed contract (budget expenditures are based upon an initial 6 month period, followed by annual periods thereafter).

Name of Service – Enter each service of the program separately, if applicable.

Unit of Service – Enter the increment of service to be provide (i.e., per hour, per mile, per meal). Units denoting an increment of time must be per hour.

Total Cost by Service – The total of this column is completed based on the “Total Program Budget” amount from page 2.

Total Service Units – For each service of the program, enter the total number of units the provider anticipates providing.

Unit Cost – This is computed based on the Total Cost by Service field divided by Total Service Units field.

Proposed Amount Under Contract – Enter total units, by service, to be purchased under this contract. Figures entered into this column must be rounded to the nearest quarter-unit.

Proposed Amount Under Contract – This is computed based on the Unit Cost field multiplied by Proposed Amount Under Contract field.

Numbers of Participants to be Served – Enter how many people the organization plans to serve with the allocation resulting from this contract, if awarded. Please be realistic.

Participant Capacity – Enter the number of participants that can receive each service under this proposed contract.

Maximum Units Per Day – State the maximum units per participant per day.

Budget Face Sheet – Actual Cost Budget – Page 1 of 8

Box in Upper Right Hand Corner – Enter date budget completed and circle either Initial Budget or Revision # _____. If the budget is revised, enter which revision in the space after Revision #.

Provider – Enter the legal name of the provider submitting the proposal.

Address – Enter the location of the main offices of the organization, street number, city, and zip code.

Telephone Number – Enter the telephone number of the main offices of the organization.

Date Prepared – Enter date budget completed.

Program Name – Identify the program to be provided.

Contract Period – Enter the effective dates of the proposed contract.

Name of Service – Enter each service of the program separately, if applicable.

Total Program Cost – Enter total program cost proposed.

Recap of Budget Items – Page 2 of 8

This page is a summary of all program costs. The figures reflect the corresponding totals entered on pages 3-6.

In-Kind Program Support – Page 2 of 8

The basis for determining the valuation of personal services, materials, equipment, building and land must be verifiable from the records of the provider. Volunteer services, to the extent feasible, should be supported

by the same level of documentation used by the recipient for its own employees, including time and attendance records.

Salaries (I. A.) – Page 3 of 8

The positions entered on this page must represent positions providing direct service to program participants or individuals devoting 100% of their time to the program.

Position Title – Enter all staff positions and indicate whether filled (F) or vacant (V). If the position is vacant, the annual salary must be prorated to reflect the date the position is expected to be filled. If an individual functions in more than one capacity, segregate the position titles, and properly allocate the salary to the specific functions.

Name of Employee – Enter the name of the staff member in that position.

Total Annual Salary – Enter the annual salary cost.

Hours Per Week – The number of hours per week the individual works to earn the entered salary. This corresponds to the position descriptions included in the proposal.

Percent of Time to Program – Indicate the percentage of the total annual salary relevant to the proposed program under contract.

Reimbursable Salary (Total Program Cost) – This is computed based on the Total Annual Salary field multiplied by Percent of Time to Program field.

Payroll Related Expenses (I. B.) – Page 3 of 8

Indicate the employer share of fringe benefits relevant to the salary staff listed in Section I. A. in the % Applicable to Program column. These costs are to reflect actual established rates and must be consistently applied across the organization. The Payroll Related Expenses column is computed based on the Total Salaries in Section I. A. multiplied by the % Applicable to Program column.

Contractual Services (I. C.) – Page 3 of 8

Fees entered in this category should be for services that are not directly provided to the participant.

Type – Identify the type of contractual service (i.e., attorney, accountant, program consultant).

Fees – Indicate the rate per hour, day, etc., for the contractual service.

% Applicable to Program – Indicate the percentage that the contractual service is to be used for this program.

Contractual Service Expense – This is computed based on the Fees field multiplied by the % Applicable to Program field.

Travel (II. A.) – Page 4 of 8

Agency Vehicle Expense – Enter on the appropriate line the agency vehicle expenses incidental to the delivery

of the proposed service/program, including the costs of transporting participants to and from their residences and provider service location. Vehicle lease expenses should be entered under “Leased and Rented Equipment.”

Mileage Reimbursement – Indicate in the appropriate column the estimated number of miles and per mile reimbursement paid to staff, not to exceed IRS guidelines. Reimbursement rate must be consistently applied across the agency.

Conferences, Meetings, etc. – Indicate in the appropriate column the agency’s anticipated expense for this purpose.

Consumable Supplies (II. B.) – Page 4 of 8

Enter the costs of consumable supplies on the appropriate lines. *If there is a residual inventory of unused supplies exceeding Five thousand and 00/100 dollars (\$5,000.00) in total aggregate value upon termination or completion of the project or program, provider must obtain disposition instructions from NOC COG/ACDIFS.*

Occupancy Costs (II. C.) – Page 4 of 8

Rental – Enter the per square foot charge for the budget period and the number of square feet necessary to render the program/service, and the Total Program Cost field will compute the total rental charge.

Utilities – Enter the relevant utility costs on the appropriate lines if not included in rental charge (electric, heat, telephone, water, etc.).

Insurance Costs (II. D.) – Page 4 of 8

Enter the relevant insurance costs on the appropriate line.

Indirect Costs (II. E.) – Page 5 of 8

Program Direct Staff Cost – Enter the annual direct-delivery staff costs for proposed contract services provided by the contracting agency. This equals the total “Salaries” and “Payroll Related Expenses” as found on Page 2.

Agency Staff Total Cost – Enter the annual direct-delivery staff costs for all programs provided by the contracting agency. **NOTE: Support must be provided for agency total staff costs. Audited Financial Statements from the most recent period preferred. Include an explanation for any variances.**

Percentage of Indirect Cost Attributable to Program – This is computed based on the Program Direct Staff Cost field divided by the Agency Total Staff Cost field.

Estimated Indirect Costs for the Contract Period – Enter the total estimated indirect costs, excluding any direct service cost. Refer to CFR §200.68 for further guidance regarding indirect costs allowable under any agreements arising from this RFP. **NOTE: Support must be provided for Estimated Indirect Costs.**

Indirect Cost for Program – This is computed based on the Percentage of Indirect Costs Attributable to Program field multiplied by the Estimated Indirect Costs for the Contract Period field.

Other – Miscellaneous Costs (II. F.) – Page 5 of 8

Itemize, by category, any costs which do not conform to the listed cost classifications that are appropriate to the proposed program. **Subcontracts for direct service to participants** are to be entered in this category.

Small Equipment Purchases (III. A.) – Page 6 of 8

Item (Include Model & Year) – Enter the item model and/or year. Enter or categorize anticipated small equipment purchases under Five Hundred Dollars (\$500) during the budget period. Equipment costing in excess of Five Hundred Dollars (\$500) is **unallowable**. *When equipment is no longer needed for the originally authorized purpose, provider must obtain disposition instructions from NOC COG/ACDJFS.*

Per Item Cost – Cost of individual units to be purchased.

Quantity – Indicate the quantity of items to be purchased.

Total Cost – This is computed based on the Per Item Cost field multiplied by the Quantity field.

Percent to Program – Enter the percentage of use which is relevant to program services. **NOTE: Please describe in detail how the Percent to Program was computed.**

Net Amount to Program – This is computed based on the Total Cost field multiplied by the Percent to Program field.

Leased and Rented Equipment Charge (III. B.) – Page 6 of 8

Item (Include Model & Year) – Enter the item model and/or year. Equipment costing over Five Hundred Dollars (\$500) and obtained by lease-to-purchase agreement is **unallowable**.

Per Item Cost – Cost of individual units to be leased or rented.

Quantity – Indicate the quantity of items to be purchased.

Charge for Lease or Rental – This is computed based on the Per Item Cost field multiplied by the Quantity field.

Percent to Program – Enter the percentage of use which is relevant to program service. **NOTE: Please describe in detail how the Percent to Program was computed.**

Net Amount to Program – This is computed based on the Charge for Lease or Rental field multiplied by the Percent to Program field.

Income for Proposed Services Under Contract (Section A.) – Page 7 of 8

Fees from Private Participants – Indicate the anticipated income from participants funded outside of the proposed contract for the budget period.

Fees Generated by Proposed Contract for NOC COG/ACDJFS Participants – Indicate the dollar value of the contract proposal request. This equals the column entitled “Total Program Cost” on page 1.

Other Federal Support of Proposed Program – Indicate any other federal grants or awards utilized for the proposed program.

State, County, or Municipal Allocations & Other Government Contracts – Indicate any other state, county, or municipal support of program services (e.g., levies, county general fund allocations).

Contributions – Indicate private contributions in support of contract services.

Miscellaneous – Enter sources of income for contract services not previously itemized.

Total Income for Proposed Program(s) Under Contract – The income amount entered should support the proposed budget. Therefore, this figure must equal the “Total Program Cost” on page 1 and “Total Program Budget” on page 2.

Income for Other Programs Provided by Agency Not Proposed – Page 7 of 8 (Section B)

Itemize the provider’s revenue for programs not proposed.

Total Agency Income – Page 7 of 8

Total Sections A + B to reflect the total income of the proposing agency.

Budget Narrative – Page 8 of 8

Provide a **detailed** explanation on how each line item was calculated for each section identified in the proposed budget. Include why the request is necessary and reasonable for the project. Identify the portion specific to the service/program and the portion paid by other funding sources. Provide a narrative for each funding sources identified on the proposed budget form. For sources other than NOC COG/ACDJFS, explain funding time frames, restrictions, anticipated participant fees, in-kind sources, and any other pertinent information.

I. ATTACHMENTS & SUPPORTIVE INFORMATION

Include in the submitted proposal packet **one (1) original and one (1) copy** for a total of two (2) sets of any of the following documentation that the organization believes will enhance the proposal:

1. Table of Organization;
2. Workers' Compensation certificate;
3. Daily program schedule, including an organizational holiday observance schedule;
4. Letters of support, if applicable;
5. Participant evaluation form(s), if applicable;
6. Position descriptions for program personnel;
7. Résumés, licenses, and certifications of program personnel, if applicable;
8. Approved Negotiated Federal Indirect Cost Rate, if applicable; and,
9. Subcontractor Agreement(s), if applicable and available.

J. REQUIRED DOCUMENTATION

The following items in this section must be submitted in the following order. If not applicable, please indicate such and the reason. These documents should be submitted only once as an original and part of a separate packet accompanying the Proposals.

1. Copy of the certificate of receipt for the Articles of Incorporation from the state in which the organization operates.
2. Copies of licenses and certifications that are required of the organization before the organization can legally do business in Ohio.
3. Names and addresses of current board members or officers of the company and board president, executive director, or CEO.
4. Copy of insurance certificates, including accident, auto, general liability, and property.
5. Copy of the last completed Form 990 and/or audited financial statements. Audited financial statements must be completed by a Certified Public Accountant.

K. PROPOSAL CHECKLIST

Proposal Signature Sheet (Cover Page) – <i>for each program proposed</i>	
Provider Contact Information Worksheet – <i>for each program proposed</i>	
Organization Description – <i>for each program proposed</i>	
Program Description – <i>for each program proposed</i>	
Position Description Information – <i>for each program proposed</i>	
Subcontractor Disclosure – <i>for each program proposed</i>	
Budget Packet & Budget Narrative – <i>for each program proposed</i>	
<p>Attachments & Supportive Information (if applicable) – <i>for each program proposed</i></p> <ul style="list-style-type: none"> ➤ Table of Organization ➤ Workers’ Compensation certificate ➤ Daily program schedule, including an organizational holiday observance schedule ➤ Letters of support, if applicable ➤ Participant evaluation form(s), if applicable ➤ Position descriptions of program personnel ➤ Résumés, licenses, and certifications of program personnel, if applicable ➤ Subgrant Agreement(s), if applicable and available 	
Certificate of Articles of Incorporation – <i>minimum 1, preferred two (2) per agency</i>	
Licenses and Certifications – <i>minimum 1, preferred two (2) per agency</i>	
Board or Officers List – <i>minimum 1, preferred two (2) per agency</i>	
Insurance Certificates – <i>minimum 1, preferred two (2) per agency</i>	
Financial Statements – <i>minimum 1, preferred two (2) per agency</i>	
Non-Collusion Affidavit (notarized) – <i>minimum 1, preferred two (2) per agency</i>	
Declaration of Tax Delinquency (notarized) – <i>minimum 1, preferred two (2) per agency</i>	
EEO Statement (notarized) – <i>minimum 1, preferred two (2) per agency</i>	
Political Contribution Affidavit – <i>minimum 1, preferred two (2) per agency</i>	
Ashtabula County Vendor, Contractor, Service Provider Information Sheet – <i>new contractors only – one (1) per agency</i>	

L. APPENDICES

1. Appendix 1. Case Management.
2. Appendices 2A through 2G, CCMEP service with specific provider requirements and outcomes for each.
3. Appendix 3. ACDJFS' Lead Agency Plan.
4. Appendix 4. Definitions and Eligibility Criteria Associated with In-School and Out-of-School WIOA Youth.
5. Appendix 5. Area 19 WDB Youth Policies.
6. Appendix 6. ACDJFS Policies Regarding TANF Supportive Assistance (Services).
7. Appendix 7. Area 19 WDB Youth Policies Excluding Youth Supportive Services.
8. Appendix 8. ACDJFS Policies Regarding TANF Supportive Assistance (Services)
9. Appendix 9. Program Services Definitions.
10. Appendix 10. Available Budget Summary.
11. Required Forms (attached).
 - a. Non-Collusion Affidavit – ***must be notarized***
 - b. Declaration of Property Tax Delinquency – ***must be notarized***
 - c. Equal Employment Opportunity Statement – ***must be notarized***
 - d. Political Contribution Affidavit – ***must be notarized***
12. Ashtabula County Vendor, Contractor, Service Provider Information Sheet – **new contractors only.**
13. Excel Budget Packets
 - a. Unit Cost Budget Packet
 - b. Actual Cost Budget Packet
14. Proposal Review Evaluation Form

Proposal Due Date:

February 3, 2022, 4:00 P.M. E.S.T.

APPENDIX 1

Title: **Case Management, and Administration of Supportive Services Including Transportation to All Program Services.**

	Low Range	High Range
<i>WIOA Staffing Budget:</i>	\$121,500.00	\$162,000.00
<i>TANF Staffing Budget:</i>	\$180,900.00	\$241,200.00
<i>WIOA Supportive Services & Transportation</i>	\$ 40,500.00	\$ 81,000.00
<i>TANF Supportive Services & Transportation</i>	<u>\$ 60,300.00</u>	<u>\$120,600.00</u>
<i>Totals</i>	\$403,200.00	\$604,800.00

WIOA Element(s): Pre-Enrollment and Framework Design, #7 supportive service, #9 follow-up services.

Population: **All volunteer enrollees while active and while in follow-up for the CCMEP, including everyone that is not a recipient of Ohio Works First cash assistance, and is mandated to be in the program. All mandated OWF cash recipients participants will receive these services from ACDJFS staff, unless their program services are assigned by ACDJFS to the program services provider.**

Special Considerations:

- The CCMEP case managers awarded a contract through this RFP **shall manage all other CCMEP program services received by each youth, except for those mandated CCMEP Youth who are case managed by ACDJFS staff.** The case managers decide into which program services to enroll youth, and thereby to which program providers a youth will be referred. Those providers who provide program services
- For this Appendix only, ACDJFS and the NOC COG are ideally looking for a single provider, to provide the services listed below. The reason for this is to have a single entity managing all consistency in the provision of program services that follow.
- The successful provider shall maintain a relationship with the following entities/agencies in order to promote cross referrals for programming: Ashtabula County school districts and their superintendents and staff, Children Services, Catholic Charities, Ashtabula County Community Action Agency, the Education Services Center, the juvenile justice courts and system, school superintendents and guidance counselors, the drug and alcohol and mental health agencies in the county such as LARC, Signature Health and Community Counseling Center.
- Should any equipment or supplies be purchased by a Provider for use in this program, the same shall be the property of ACDJFS, and/or the NOC COG, unless otherwise completely consumed, both during, and after the term of any written Agreement ends.
- Framework design, case management, and program services shall be provided pursuant to the Services Protocol set forth within this Appendix.

Services:

A. Pre-Eligibility Program Services for Program Voluntary Applicants.

1. Outreach and recruitment. Except for those individuals who receive OWF cash assistance, all other members of the program are volunteers and must apply to be in the program. Those bidding to provide these services may propose to have their program staff engage in outreach/recruitment efforts to help find, encourage, and assist volunteer youth to apply to be included within this program. These services would be during the pre-eligibility time frame.
2. Intake and Initial Eligibility Assistance. When and if requested by ACDJFS, assistance to ACDJFS in intaking, processing, gathering documentation, and reviewing CCMEP voluntary youth applications. These services would be during the pre-eligibility time frame.
3. TANF Re-determination Assistance. When and if requested by ACDJFS, assistance to ACDJFS in intaking, processing, gathering documentation, and reviewing TANF re-determination of eligibility status. These services would be providing during the delivery of program services and follow-up services time frames.

B. Framework Design Services for Eligible Volunteers During the framework design time frame.

1. Scheduling State Approved Objective Assessment and Testing. Scheduling, proctoring, administration, review, and incorporation into the ISS and IOP, a required basic skills assessment involving the use of an approved testing tool (i.e. TABE, or another testing tool recognized by ODJFS), for all voluntary CCMEP youth, and for any mandated CCMEP youth requested by ACDJFS.
2. Meeting with all voluntary CCMEP Youth in order to interview them and complete the ODJFS Comprehensive Assessment (**Forms 3003 or 3006, the required subjective assessment**).
3. The creation of an Individual Service Strategy (“ISS”) which identifies the participant’s barriers towards securing education and/or employment. This can be accomplished by completing the IOP. The creation of an Individual Opportunity Plan (“IOP”) which identifies the strategies and services that will be provided to a participant in order to overcome the participant’s barriers and allow the participant to secure education and/or employment (**JFS 03005 CCMEP Individual Opportunity Plan**).
4. Meeting with the youth to establish an Individual Service Strategy and to develop an Individual Opportunity Plan for all volunteer CCMEP Youth, and for any mandated CCMEP youth requested by ACDJFS.

5. Case Management after Eligibility prior to Enrollment. Regularly contacting, meeting with, and otherwise engage the youth to make sure that all of their program service needs are being met.
 6. Pre-Enrollment Program orientation. Not all youth who are determined eligible to participate within the program should be registered/enrolled into the program at the conclusion of the Framework Design process. Only ISY who demonstrate a commitment to fully participating within the program until they at least secure their high school diploma or its equivalency, are appropriate for enrollment. Only OSY who demonstrate a commitment to fully participating within the program until they secure their high school diploma or its equivalency if they don't have the same; or if they have the same demonstrate a commitment to securing some type of post-secondary education, and/or securing full-time employment. The provider of case management needs to be able to describe its programming for ascertaining a youth's level of commitment and making the determination of which youth are appropriate to be registered and enrolled into the program, and which are not, and should be denied admission for the time being.
 7. Assigning the youth to their first program service, and upon completion of the same, registering and enrolling the youth and their service under WIOA, TANF, or co-enrolling the youth under both, per the instructions provided by ACDJFS.
 8. Entering case notes and all entries required into the appropriate case management system ideally within fourteen (14) days, and in all cases within thirty (30) days or less from the date the program service was provided.
 9. Entering into the CFIS system all necessary information in order to obligate and de-obligate direct expenditures for all youth receiving this type of case management from the provider.
- C. Case Management of All Registered and Enrolled Volunteer Youth Actively Receiving Program Services, and those Mandated Enrolled Youth requested by ACDJFS.
1. Regularly engaging with the youth, ideally once every seven (7) to fourteen (14) days, but in all cases, no less often than every fourteen (14) to thirty (30) days.
 2. Reviewing and revising the youth's ISS and IOP as often as needed, in order to update and add referrals to program services, but in all cases no less often than once every quarter.
 3. Entering case notes and all entries required into the appropriate case management system ideally within fourteen (14) days, and in all cases within thirty (30) days or less from the date the program service was provided.

4. Entering into the CFIS system all necessary information in order to obligate and de-obligate direct expenditures for all youth receiving this type of case management from the provider.
- D. Follow-Up Case Management for All Exited Volunteer Youth, and those Mandated Enrolled Youth requested by ACDJFS.
1. Regularly engaging with the youth, ideally once every thirty (30) to (60) days, but in all cases no less often than once a quarter.
 2. Referring the youth for appropriate, allowed follow-up services as needed.
 3. Referring the youth to ACDJFS for other services, or for consideration of re-enrollment where the youth is not on track to complete their education or securing/keeping their employment.
 4. Entering case notes and all entries required into the appropriate case management system ideally within fourteen (14) days, and in all cases within thirty (30) days or less from the date the program service was provided.
 5. Entering into the CFIS system all necessary information in order to obligate and de-obligate direct expenditures for all youth receiving this type of case management from the provider.
- E. Management and administration of the transportation needs of all CCMEP Youth including of youth to and from program services not provided by the Provider handling case management. Including, entering into the CFIS system all necessary information in order to obligate and de-obligate direct expenditures for all youth receiving this type of case management from the provider.
- F. Management and administration of all other supportive services and incentives other than transportation and temporary housing. Including, entering into the CFIS system all necessary information in order to obligate and de-obligate direct expenditures for all youth receiving this type of case management from the provider.
- G. Provision of a location for youth to receive services. The successful provider should have a building/location or place under its exclusive control as an owner or lessee that it will use for youth to be able to come to receive case management programming, use as a study location, and/or use as a location to receive other program services, provided by it and/or by other third party providers. To the extent that the Provider uses CCMEP funds to lease or pay itself for use of the facility, that facility shall be made accessible to ACDJFS and/or NOC COG during the term of the contract on an as-needed basis.

Services Protocol:

A. Service Protocol for Framework Design/Case Management Services.

1. CCMEP eligibility referrals shall originate from ACDJFS, and/or other contractual entities who contract with the NOC COG and/or ACDJFS to handle the determination of eligibility.
2. Following a determination of WIOA and TANF eligibility (the completion of duly executed and approved ODJFS form 03002/03006), individuals who are eligible under one or both eligibility requirements and who are referred to the provider for the performance of Framework Design and Case Management Services, shall be subjected by the provider to a basic skills assessment required pursuant to WIOA and/or TANF (such as the T.A.B.E. or WorkKeys assessment). In all instances, the provider shall refer and schedule the participant to take and complete their basic skills assessment sometime between the determination of eligibility and ten (10) days after the provider has performed the comprehensive assessment. This time frame may be exceeded under exigent circumstances, or where the individual participant is uncooperative, without this Agreement being considered to have been breached.
3. The referral shall be made by ACDJFS to the provider in a manner and method to be determined by ACDJFS along with accompanying documentation (as set forth within its lead agency plan) that will reflect whether the youth is TANF eligible, WIOA eligible, and/or both. If the youth has been determined to be WIOA eligible, the referral documentation shall also identify whether the youth has been determined eligible as an Out-of-School or In-School Youth.
4. Upon the referral of the individual by ACDJFS to the provider, the provider shall have ten (10) days from the date of the referral to perform the comprehensive assessment required pursuant to the CCMEP.
5. Upon the receipt of the basic skills assessment scores by the provider from ACDJFS, and the completion of the comprehensive assessment, whichever event occurs later, the provider shall have ten (10) days to finalize the Individual Opportunity Plan ("IOP" JFS form 03003) for the CCMEP participant. The provider may initiate a draft of the IOP at any time following referral, but no IOP shall be considered final, until each of the following has occurred, but not necessarily in the order listed:
 - a) the participant (and/or his or her parent/guardian when the participant is younger than age eighteen) has signed the acknowledgement on page four (4) of the application (JFS form 03002);
 - b) the basic skills assessment test was completed by the participant, and the provider has reviewed the scores and incorporated anything that those results dictate need to be reflected within the IOP (JFS form 03004);
 - c) the comprehensive assessment has been completed by the provider, and the same has been signed by the participant (and/or his or her parent/guardian

- when the participant is younger than age eighteen) on page 8 of 9 of the same;
and
- d) the IOP (JFS form 03004) has been completed, reflecting all of the information gathered from JFS forms 03002, 03003, and the results of the basic skills assessment, listing each of the program services to which the individual is being referred, and the IOP has been signed by the participant and/or his or her parent/guardian, including any and all changes made to the IOP following the initial drafting and execution of the same.
6. Only upon the completion of all of the steps set forth Paragraph #5 of this Services Protocol, can the initial Framework Design of Case Management be deemed to be completed. Only upon the completion of the initial Framework Design, may the provider then refer the individual for one or more of the fourteen (14) elements, and its service activities pursuant to the CCMEP, to a provider set forth within ACDJFS' approved provider list which includes but is not limited to:
- a) The provider's own staff in their capacity to contractually provide CCMEP services;
 - b) A-Tech in its capacity as an ABLE/Aspire provider;
 - c) ACDJFS in its capacity to provide career counseling services related to post program placement after the individual's barriers have been addressed and/or for placement complimented by employer compensated on-the-job training;
 - d) ACDJFS in its capacity to provide post-secondary educational counseling services related to post program education after the individual's barriers have been addressed and/or for education complimented with an individual training account;
 - e) any of the providers recognized by ACDJFS as competent to receive referrals for the provision of mental health and/or drug and alcohol counseling;
 - f) any of the providers recognized by ACDJFS as competent to provide any of the other 14 elements permitted pursuant to the CCMEP, and placed upon a list kept and maintained by ACDJFS as eligible to receive program service referrals pursuant to a separate agreement or memorandum of understanding with the same.
7. Provider shall strive to commence program services with its own staff or make a referral to third party services as quickly as possible upon the completion of all of the steps within Services Protocol Paragraph #5, with a goal to have the referral to program services occur within ten (10) days following the completion of Services Protocol #5. The referral to any provider, excluding CONTRACTORS' own staff for Program Services shall include the provision of any referral form required by ACDJFS as a lead agency, a complete copy (hard copy or electronic) of JFS forms 03002, 03003, 03004, and the results of all basic assessments. At all times, the referral of participants to Program Services shall comply with the local plan of ACDJS as the lead agency.
8. Provider agrees that it will only register and enroll a participant into the OWCMS case

management system as a recipient of a Program Service, once all of the steps in Services Protocol Paragraph #5 have been completed, the participant has been assigned to provider's program services staff for service or referred to a third-party Program Service provider, the Program Services provider has accepted that participant for Program Services, and the provision of one of the fourteen (14) elements and/or thirty-two (32) activities has actually been conferred upon the participant. Until a participant has actually received a Program Service, provider may not register/enroll the participant as a CCMEP Program Services recipient within the OWCMS.

9. Provider agrees that when it registers and enrolls a participant into the OWCMS case management system for the provision of any CCMEP services, it shall register/enroll CCMEP participants as instructed by ACDJFS and/or the NOC COG. The general rules that govern that enrollment are as follows.
 - a) Sole Eligibility. Provider may never register/enroll a participant for a service under the WIOA grant for which s/he is not eligible.
 - b) Should ACDJFS determine that an individual is eligible to participate within the CCMEP as a WIOA eligible participant, ACDJFS shall allow provider to admit, register, and enroll, or co-enroll when the individual has already been enrolled within CCMEP as receiving program services under TANF, the participant as receiving one or more WIOA CCMEP services. Admission into the program shall be pursuant to the terms and conditions set forth within the paragraphs that immediately follow.
 - c) At all times, ACDJFS working in conjunction with provider shall maintain a list of those in framework design and who are anticipated to be enrolled WIOA CCMEP program services, or those who have completed framework design and have received one or more WIOA program services, but have yet to be exited. This list shall be referred to as the WIOA CCMEP active enrollment list. ACDJFS and provider shall update this list no less often than monthly.
10. Provider's case management staff shall maintain a system of communication so that it can regularly engage its staff and third party Program Service providers in a written and oral dialogue regarding the participant.
11. Provider's primary case management system of record shall be the OWCMS system. Provider may maintain additional complimentary case management systems, but in all cases, there may not be any documentation or notes that are placed in those complimentary systems that are not first or concurrently entered into the OWCMS/ARIES system.
12. Provider's case management staff shall develop a schedule and a system to ensure that for each participant it is timely communicating, meeting, assessing, entering case notes, updating his/her IOP (JFS form 03004), and/or engaging in general case management.

B. Service Protocol for Program Services.

1. Provider's internal Program Services staff shall have access to any referral form required by ACDJFS as a lead agency, a complete copy (hard copy or electronic) of JFS forms 03002, 03003, 03004, 03006 and the results of all basic assessments. Third party Program Services staff shall be provided access to the same, and/or a copy of the same. Upon the receipt of the same, Program Services staff have a negotiated number of business days to review the same. Included in that review will be a confirmation that the Program Services for which the youth has been referred are specifically listed within the IOP, JFS form 03004. CONTACTOR agrees that youth may not receive Program Services which are not specifically listed within that youth's duly completed and executed IOP, JFS form 03004.
2. Once the Program Services staff of the provider and/or a third party have reviewed the documentation that accompanies referral, they have one (1) full business day to begin outreach to make contact with the youth via the phone. All attempts of youth contact should be documented.
3. If after the initial attempt of contact is made and the youth has still not responded, a second attempt at contacting the youth should be made via the phone, text or email. All attempts of youth contact should be documented.
4. If after ten (10) business days the youth has not received services, the Program Services staff should document this and notify the case manager so that follow up with the youth can be completed.
5. If at any time program services staff believes a youth would benefit from a service not currently being received, they should notify the case manager who will make the decision of whether to alter the participant's IOP.

C. Exit Strategy for Program Participants.

Provider's program manager and case managers will convene a meeting no less than at least monthly, during which time all active WIOA only enrolled CCMEP participants' program status will be discussed. Those participants that have had sufficient barriers addressed by the program so that they are deemed more likely than not to succeed in their education, training, and/or employment, and who are projected to produce only positive performance measures, will be timely exited within the same quarter that said determination is made.

APPENDIX 2-A

<i>Title:</i>	Remedial Education		
<i>WIOA Element(s):</i>	# 1, 2		
		Low Range	High Range
<i>WIOA Budget:</i>		\$ 8,100.00	\$32,400.00
<i>TANF Budget:</i>		<u>\$12,060.00</u>	<u>\$48,240.00</u>
<i>Total</i>		\$20,160.00	\$80,640.00

Population: All active CCMEP enrollees. No follow-up services.

Services:

- Dropout prevention services. See definitions in Appendix 9.
- Tutoring.
- Remedial Education.
- Study skills training.
- English as a Second Language.
- Referrals to ASPIRE services, with or without supplemental compensation (See definitions in Appendix 9).
- Researching and securing of alternative Secondary School Services, where public school is not a good option.
- Dropout recovery services (See definitions in Appendix 9).
- Education related to securing secondary diploma, or certificate of high school equivalency attainment.

The above listed program services are all allowed pursuant to the following CCMEP program elements:

Element #1

Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.

Element #2

Alternative secondary school services or dropout recovery services. This includes alternative secondary school services such as basic education skills training, individualized academic instruction, and English as a second language training. These services assist the program participant who has struggled in traditional secondary education. Dropout recovery services include credit recovery, counseling, and educational plan development. Dropout recovery services assist program participants who have dropped out of school.

APPENDIX 2-B

Title: Career and Post-Secondary Education Exploration and Preparation. (How to Find a Job.)

WIOA Element(s): # 13, 14

	Low Range	High Range
WIOA Budget:	\$4,050.00	\$28,350.00
TANF Budget:	<u>\$6,035.00</u>	<u>\$42,210.00</u>
Total	\$10,085.00	\$70,560.00

Population: All active CCMEP enrollees, including those not active in follow-up.

Services: The program services sought here are broken down into two categories. Within Category A are those program services that are not available on a regular basis at the OhioMeansJobs Centers, and these should be the focus of those submitting proposals. Within Category B are those program services that are available at a basic level on a daily basis through OhioMeansJobs Center staff. Those proposing to provide Category B program services need to be prepared to explain why and when the provider would provide these program services compared to a referral to OhioMeansJobs for receipt of the program services.

Category A.¹

- Job club and job searching, interviewing, and acquisition skills training.
- Exposure to specific post-secondary education possibilities.
- Preparation activities for post-secondary education.

Category B.²

- Career awareness. (See activity definition section)
- Career coaching. (See activity definition section)
- Career counseling. (See activity definition section)
- Career exploration. (See activity definition section)
- Post-secondary education and research.
- Provision of in-demand LMI information.
- Job search assistance with job placement.

Element #13:

Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.

Element #14:

Post-secondary education preparation and transition activities both during active enrollment and/or during follow-up.

¹ All category A services are program services that the selected provider could also be asked to provide to exited youth who need the same.

² All category B services are program services that the selected provider could also be asked to provide to exited youth who need the same.

APPENDIX 2-C

Title: **Preparation for Employment. Soft Skills Basic Skills.**

WIOA Element(s): # 5

	Low Range	High Range
<i>WIOA Budget:</i>	\$ 8,100.00	\$32,400.00
<i>TANF Budget:</i>	<u>\$12,060.00</u>	<u>\$48,240.00</u>
	\$20,160.00	\$80,640.00

Population: All active CCMEP enrollees, including those not active in follow-up.
Services:

1. Job/Work Readiness Training, that does or does not result in a certificate. Those proposals resulting in a certificate are preferred, but not mandated. It is expected that the provider will offer training and use an objective assessment to determine an individual's possession of characteristics and soft skills known to lead to success in the workplace such as:
 - a. punctuality;
 - b. telephone etiquette;
 - c. work ethic;
 - d. basic academic skills; including math, writing , and or/basic computer usage.

Examples of training that results in actual recognizable certificates are:

- a. the National Career Readiness Certificate;
 - b. the Ohio Means Jobs Readiness Seal.
2. Basic Skills Training that does or does not result in a certificate. This type of training results in verification of entry-level job skills such as first-aid, CPR, safety, hygiene, forklift operation, aptitude at operating a computer, aptitude at operating certain types of manufacturing machinery, tools, etc. These result in no certifications or minor certifications not rising to a level of recognized post-secondary credential which includes industry recognized certificates.

The goal of CCMEP is to exit a youth who has completed their secondary education, and who have, are, or are preparing to pursue post-secondary education, or have been placed into employment. While the Ashtabula CCMEP program encourages post-secondary education pursuit by CCMEP Youth, with the same being for by public funds, the staff for OhioMeansJobs Ashtabula have the exclusive contract rights to determine eligibility, appropriateness, and final determination of whether to enroll and how to pay for the post-secondary of youth. Providers are asked in essence to refer CCMEP Youth who are good candidates to pursue post-secondary education to OMJ Ashtabula Center pursuant to an agreed-upon policy/procedure.

Element #5

Education offered concurrently with workforce preparation activities and training for a specific occupation. This includes programs that provide workforce preparation activities, basic academic skills, and hands-on occupational skills training being taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

APPENDIX 2-D

<i>Title:</i>	Paid and Unpaid Work Experience Programming.		
<i>WIOA Element:</i>	# 3		
	Low Range	High Range	
<i>WIOA Budget:</i>	\$101,250.00	\$133,650.00	
<i>TANF Budget:</i>	<u>\$150,750.00</u>	<u>\$199,000.00</u>	
Total	\$252,000.00	\$332,650.00	
<i>Population:</i>	All CCMEP enrollees.		

Services:

Element #3

Planned, structured learning through paid or unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:

1. Subsidized work experience, summer and/or year-round. Recruitment of employers, serving as the employer of record, and administrator/monitor of the relationship between employer and youth.
 - a. Paid to work experience (excludes positions where there is a guaranteed job as that equates to on-the-job training).
 - b. Paid Internships.
 - c. Paid pre-apprenticeships.
 - d. Finding employers to permanently hire and train youth on the job, and nominating program youth for OJT placement and training.
2. Unsubsidized work experience, summer and/or year-round. Recruitment of employers to serve as host training sites, and administrator of relationship between employer host and youth.
 - a. Unpaid/volunteer work.
 - b. Unpaid Internships.
 - c. Job shadowing. (See the activity definition section.)

The issuing agents of this RFP are seeking qualified applicants to provide a youth employment services program, year round, for CCMEP eligible youth. The issuers would like the qualified applicant to include employment for the youth for those businesses that meet an “in-demand” job based on area Labor Market Information. The subsidized wages for eligible youth would be at an amount determined by each employer and would be dependent upon the amount the employer is currently paying their employees.

CCMEP eligible youth will be assigned to work no more than forty (40) hours per week in any subsidized or unsubsidized position of employment, with the actual hours to be determined based upon a variety of factors including but not limited to:

1. overall budget of program and number of youth in the program;
2. age of the youth;

3. whether the youth is ISY or OSY, and what time of year it is;
4. where the youth is at in the program;
5. other material factors.

The provider is responsible for collecting timesheets, monitoring and documenting pay, as well as paying the youth. The provider must serve as the employer of record, or have a sub-contractual relationship with a third party that will serve as the employer of record. As the employer of record, the provider, or its sub-contractor must provide for all of the following for subsidized positions of work experience:

1. provide for all tax deductions, contributions, and payments including but not limited to federal, state, and local income tax, social security, etc.;
2. participate and pay all tax, contributions, etc., so that the youth are covered by the unemployment compensation system;
3. adhere to all minor labor, wage and employment laws for those that under the age eighteen, including but not limited to securing a work permit for all minor youth, where required by federal, state, and/or local labor and employment laws.

For all youth, regardless of whether they are placed in subsidized or unsubsidized work experience programming:

1. pay and provide for miscellaneous insurance premiums either where required by law, and/or to provide non-employed, third parties protection from the tortious or negligent acts or omissions by youth performed while engaged in work experience;
2. participate and pay for workers' compensation premiums so that all youth, regardless of whether they are or are not engaged in subsidized or unsubsidized employment are covered by the State of Ohio's workers' compensation system, or alternatively some type of insurance that covers the employer, the provider, ACDJFS and/or the Area from claims should the youth be injured or injure the host site's other employees during unsubsidized work experience programming.

Potential providers who wish to bid on this work will explain the following within their proposals:

- How they will coordinate and work securing work site agreements for everyone that is placed into a subsidized or unsubsidized work experience program.
- How placement will focus on high-demand occupations within the career/job interests of the participant that is close to home/accessible given his/her transportation and family/personal circumstances.
- The wage scale to be paid to the youth for subsidized work experience programming, and how and when the wage scale will flex if the assigned host employer pays more to entry-level employees than the scale allows to the assigned youth.
- How the provider's staff will visit each host job site for all subsidized work experience programming, and all unsubsidized work experience programming where the youth will engage in any physical labor, or where the youth will be placed/hosted for more than forty (40) hours. The initial site visit will include a complete job description review, orientation to the Worksite policies and procedures, expectations related to absenteeism

and tardiness, clothing to be worn and work schedule. A site visit form will be completed and kept in participant's file.

- How the provider will ensure that participants and their employer/supervisor complete and sign timesheets to affirm that the hours designated are an accurate reflection of the hours worked during the period designated, and how the provider will review the same for accuracy.
- How the employer with the help of a host worksite supervisor complete a review form every thirty (30) days to ensure job duties are being completed satisfactorily, and provide job coaching if needed.

Potential providers should be advised that this part of program services does not include On-the-Job-Training ("OJT") service programming. OJT service programming is different from other subsidized and unsubsidized work experience programming in that OJT programming involves a commitment by the employer to hire the individual permanently, in exchange for the provision of reimbursement to the employer for a limited time while the employer is training the individual pursuant to a training plan. **OJT programming for all WIOA eligible participants utilizing WIOA grant funds will be performed by the CCMEP lead Agency, ACDJFS, as such, this RFP is not seeking proposals for the provision of OJT Program Services.** However, in the performance of these services, a potential provider may become aware of an employer that wishes to hire a program youth receiving subsidized or unsubsidized work experience that they are hosting, or a program youth in general. Should that occur, the provider recognizes that it shall refer the host employer and/or program youth to ACDJFS for consideration of enrolling the host employer into an OJT program.

APPENDIX 2-E

Title: Every Day and Extraordinary Life Skills Programming.

WIOA Elements: #6, 8, 11, 12

	Low Range	High Range
WIOA Budget:	\$20,250.00	\$ 81,000.00
TANF Budget:	<u>\$30,150.00</u>	<u>\$120,600.00</u>
Total	\$50,400.00	\$201,600.00

Population: All CCMEP enrollees, plus some limited services for those in follow-up.

Services. Staffing and Expenses for Following.

1. Counseling and/or Adult Mentoring³ or Peer Mentoring/Support as a vehicle to deliver skills described herein.
2. Leadership development training and activities.⁴
3. Financial literacy education.
4. Entrepreneurial skills training and activities. (See activity definition section.)
5. Citizenship training. (See activity definition section.)
6. Civic Engagement activities. (See activity definition section.)
7. Community and Service Learning Projects. (See activity definition section.)
8. Community Service. (See activity definition section.)
9. Life Skills Training. Activities designed to increase a program participant's ability to manage everyday life responsibilities including but not limited to:
 - a. communication;
 - b. literacy;
 - c. decision-making;
 - d. occupational requirements;
 - e. problem-solving;
 - f. time-management;
 - g. planning;
 - h. organizational skills;
 - i. teamwork training; and/or
 - j. sexual education/parenting classes.

Element #6:

Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.

³ Adult mentoring and work related peer support is a program service that the selected provider will also be asked to provide to exited youth who need the same.

⁴ Leadership development is a program service that the selected provider will also be asked to provide to exited youth who need the same.

Element #8:

Adult mentoring during active enrollment and/or during follow-up for a duration of at least twelve months that may occur both during and after participation in CCMEP.

Element #11:

Financial literacy education both during active enrollment and for those in follow-up. This includes a program activity provided to gain an understanding of basic financial information which is necessary to become self-sufficient, and includes but is not limited to the following:

- (a) Supporting the ability of CCMEP participants to create household budgets, initiate saving plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals;
- (b) Supporting the ability to manage spending, credit, and debt, including credit card debt, effectively;
- (c) Increasing awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy;
- (d) Supporting the ability to understand, evaluate, and compare financial products, services, and opportunities; and
- (e) Supporting activities that address the particular financial literacy needs of non-English speakers.

Element #12:

Entrepreneurial skills training. (See activity definition section below.) Including but not limited to:

- (a) Education that provides an introduction to the values and basics of starting and running a business.
- (b) Enterprise development which provides supports and services that incubate and help youth develop their own business.
- (c) Experiential programs that provide youth with experience in the day-to-day operation of a business.

Personnel and Other Requirements

- Counseling or previous work in financial literacy strongly preferred.
- Experience working with youth from diverse backgrounds.
- Understanding of financial literacy components and ability to relay to youth in a manner they can comprehend.
- Knowledge of the children service, SSI, domestic violence and foster systems.
- Previous experience working to place ex-offenders in jobs.
- Applicant will attend meetings with NOC COG/ACDJFS, as requested, to insure that services are properly tracked and provided to eligible youth and processed in compliance with the CCMEP guidelines.

Outcome or Goal(s)

Use as many resources as possible to create self-sufficient individuals.

APPENDIX 2-F

Title: **Temporary Housing Provider, and/or Housing Assistance.**
WIOA Element: # 7

	Low Range	High Range
<i>WIOA Budget:</i>	\$16,200.00	\$32,400.00
<i>TANF Budget:</i>	<u>\$24,120.00</u>	<u>\$48,240.00</u>
Total	\$40,320.00	\$80,640.00

Population: All CCMEP enrollees.

Services:

1. Assistance through staffing in finding safe, affordable, and sustainable temporary and/or permanent housing for a participant.
2. The cost of the provision of temporary housing (up to 4 months per participant).

Temporary Housing is a form of supportive services. Supportive services are generally handled solely by the Appendix 1 case managers. This Appendix seeks a provider who has housing it will be willing to lease to the entity providing the case management, in order provide for CCMEP youth a place to live on a short-term basis.

In addition to the leasing of the short-term housing itself, a provider may also propose to provide staffing services who would serve as an agent for the youth to help place them within short-term housing, and/or to help them find them find permanent housing.

APPENDIX 2-G

Title: **Counseling and Treatment if not Covered by Medicaid.**

WIOA Element: # 10

	Low Range	High Range
<i>WIOA Budget:</i>	\$4,050.00	\$8,100.00
<i>TANF Budget:</i>	<u>\$6,030.00</u>	<u>\$12,060.00</u>
<i>Total</i>	\$10,080.00	\$20,160.00

Population: All CCMEP enrollees.

Services:

1. Mental Health Treatment to the extent not covered by Medicaid, which may include:
 - a. Psychotherapy.
 - b. Medication.
 - c. Case Management.
 - d. Hospitalization.
 - e. Support Group.
 - f. Complimentary & alternative medicine.
 - g. Self-help plan.
 - h. Peer support.
 - i. Electroconvulsive Therapy.
 - j. Art Therapy.
2. Alcohol and/or drug abuse, addiction counseling and treatment.
3. Individual and/or group counseling. (See activity definition section.)
4. Domestic violence counseling and treatment. (See activity definition section.)
5. Family counseling.

Element #10:

Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

Personnel and Other Requirements

Program must:

- Be certified by the Department of Mental Health and Drug Addiction services as outlined in section 3793.06 of the ORC.
- Have a credential/licensure for those offering counseling services.
- Have the ability to maintain confidentiality of records relating to clients' treatment.
- Have the ability to perform clinical assessments and develop treatment plans.
- Provider will attend meetings with NOC COG/ACDJFS, as requested, to insure that services are properly tracked and provided to eligible youth and processed in compliance with the CCMEP guidelines.

- This group of services is primarily meant to designate a provider who will provide services at an agreed upon price schedule, in the unlikely event that the youth is not eligible for Medicaid.
- If a provider only wants to receive Medicaid referrals, that can be done by requesting to enter into a memorandum of understanding with ACDJFS without the submission of an RFP.

Outcome or Goal(s)

The expected outcome/goal are improvements in four (4) major dimensions of supporting a life of recovery:

- Health—overcoming or managing one’s disease (s) or symptoms and for everyone in recovery, making informed, healthy choices that support physical and emotional well-being.
- Home—having a stable and safe place to live.
- Purpose—conducting meaningful daily activities, such as job, school, volunteerism, family caretaking, or creative endeavors, and the independence, income and resources to participate in society.
- Community—having relationships and social networks that provide support, friendship, love and hope.

APPENDIX 3
ACDJFS' Most Recent Lead Agency Plan

APPENDIX 4 OAC Framework Design Services

The information that follows comes directly from the Ohio Administrative Code with respect to Framework Design services.

- What is the comprehensive assessment?

The comprehensive assessment is the process for determining the job readiness of program participants; to identify barriers to self-sufficiency; and identify the services necessary to overcome the identified barriers through the comprehensive case management and employment program (CCMEP).

- How is the comprehensive assessment administered?

The lead agency shall schedule the individual referred to CCMEP for a comprehensive assessment on a date that is no later than ten days from the date the individual was referred to CCMEP. The comprehensive assessment shall include:

- (1) The "Comprehensive Case Management and Employment Program (CCMEP) Comprehensive Assessment Tool "JFS 03003 and/or JFS 03006," administered by a case manager. The JFS 03003 and 03006 includes but is not limited to a review of the following:
 - (a) Occupational skills;
 - (b) Prior work experience;
 - (c) Employability;
 - (d) Interests;
 - (e) Aptitudes;
 - (f) Supportive service needs; and
 - (g) Developmental needs.
- (2) A basic skills assessment chosen by the lead agency, in collaboration with the local workforce development board, that utilizes a valid and appropriate tool for determining basic skills deficiencies. (Basic skills assessment performed in relation to the provision of TANF eligible individuals utilizing TANF grant monies

- What is an individual service strategy?

The services a program participant will receive in CCMEP are based on the results of the participant's comprehensive assessment and the development of an individual service strategy by the lead agency. An individual service strategy includes:

- (1) Identification of the program participant's career pathway that includes employment and educational goals;
- (2) Development of short term goals;
- (3) Identification of services necessary for the program participant to achieve goals;
- (4) Assignment to activities based on the service(s) needed; and
- (5) Development of an individual opportunity plan in accordance with rule 5101:14-1-05 of the Administrative Code.

- What is the individual opportunity plan?

Based on the results of the comprehensive assessment and individual service strategy, the lead agency and the program participant shall develop an individual opportunity plan. Individual opportunity plan has the same meaning as individualized employment plan in Section 305.190 of Amended Substitute HB 64 of the 131st General Assembly (6/2015).

- What information is included in the individual opportunity plan?

The lead agency shall utilize the [JFS 03004](#) "Comprehensive Case Management and Employment Program Individual Opportunity Plan". Information that must be included in the individual opportunity plan includes, but is not limited to:

- (1) The dates or timeframes the individual opportunity plan will be reviewed and/or revised;
 - (2) The barriers to employment identified through the comprehensive assessment;
 - (3) The program participant's plan to overcome barriers and achieve the goal of self-sufficiency and employment, including but not limited to:
 - (a) Short term and long term education and employment goals, including identification of a career pathway;
 - (b) Appropriate achievement objectives;
 - (c) Appropriate services necessary to overcome barriers and to achieve self-sufficiency;
 - (d) Support for the individual to obtain a high school diploma or the equivalent of a high school diploma;
 - (e) Job placement;
 - (f) Job retention support; and
 - (g) Other services that aid the individual in achieving the plan's goals.
 - (4) A requirement that the program participant register with the OhioMeansJobs website (www.ohiomeansjobs.com);
 - (5) The services (including supportive services) the participant will receive; and
 - (6) Based on the services provided, one or more activities in which the program participant will engage. If the program participant discloses, has, or appears to have a physical or mental condition that substantially limits one or more major life activities, the individual opportunity plan shall include a description of each reasonable modification requested and made for the participant (if any) and the necessary referrals made to assist in obtaining additional services.
- For how long shall the lead agency provide CCMEP services to a program participant?

The lead agency shall provide CCMEP services to a program participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. There is no time limit on participation in CCMEP or required sequence of services. Prior to ending an activity assigned in accordance with paragraph (C) of this rule due to a durational limitation of the connected service that is based on a funding source, local, state or federal policy, the lead agency shall:

- (1) Explore if the program participant may continue in the assigned activity through an alternative CCMEP service; or
- (2) If the existing CCMEP service may be continued in spite of the limitation and without interruption by utilizing an alternative funding source.

- When may the framework design case manager propose to end comprehensive case management and employment program (CCMEP) eligibility for a program participant?

A case manager may propose to end CCMEP eligibility for a program participant when:

- (1) The program participant has successfully entered post-secondary education, military enlistment or deployment, and/or unsubsidized employment and no longer needs CCMEP services;
- (2) The program participant has been awarded social security disability insurance (SSDI) or supplemental security income (SSI) by the social security administration and has made application for services with opportunities for Ohioans with disabilities; or
- (3) The program participant has failed to utilize CCMEP services on multiple occasions without good cause and the lead agency has made reasonable efforts to provide services and make contact with the program participant.

- What is the process for exiting someone from CCMEP?

The case manager working in conjunction with the lead agency shall:

- (1) Ensure that the program participant does not require any additional services or that the lead agency has made reasonable efforts to provide the program participant with CCMEP services and the program participant has failed to utilize them on multiple occasions.
- (2) No later than thirty days from ending all services, issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code. The notice shall clearly indicate that eligibility for CCMEP will end in ninety days.
- (3) Continue to attempt to engage the program participant in accordance with paragraph (C)(7) of rule 5101:14-1-03 of the Administrative Code during the ninety (90) day period. When a program participant reengages in CCMEP within ninety days of the adverse action notice, the lead agency shall reevaluate the service strategy appropriate for the program participant and determine what additional services (if any) are needed.
 - (a) When additional services are needed, the program participant shall remain eligible for CCMEP;
 - (b) When services are not provided for ninety consecutive days and future services have not been scheduled, the program participant is no longer eligible for CCMEP and shall be exited from CCMEP. The lead agency shall provide follow-up services in accordance with paragraph (D) of this rule. Follow-up service is not considered a future service.

- Must a program participant be exited from CCMEP upon reaching his or her twenty-fifth birthday?

- (1) A twenty-four (24) year-old program participant who reaches his or her twenty-fifth birthday while in CCMEP may remain in CCMEP until he or she meets the criteria for exit described in paragraph (A) of this rule.
- (2) Once a program participant exits CCMEP in accordance with paragraph (A) of this rule, the individual may not return to CCMEP if he or she is age twenty-five or older.

- What if a program participant is not eligible for temporary assistance for needy families (TANF) and Workforce Innovation and Opportunity Act (WIOA) (2014) funding?

- (1) When in accordance with paragraph (D)(6) of rule 5101:14-1-02 of the Administrative Code, a program participant is not eligible for TANF and is not eligible for WIOA, the lead agency shall:
 - (a) Immediately end all CCMEP services;
 - (b) Issue a notice of adverse action to the program participant in accordance with rule 5101:6-2-04 of the Administrative Code. The notice shall clearly indicate that eligibility for CCMEP will end in fifteen days.

- (2) A program participant whose eligibility is proposed for termination in accordance with this rule shall not:
 - (a) Participate in CCMEP without meeting the criteria described in paragraph (B) of rule 5101:14-1-02 of the Administrative Code.
 - (b) Receive follow-up services in accordance with this rule; or
 - (c) Be included in a performance measure described in rule 5101:14-1-07 of the Administrative Code.

APPENDIX 5
CCMEP Supportive Services Policies

No Supportive Services using WIOA grant funds will be allowed unless it is recognized and allowed pursuant to both ODJFS and Area 19 Policies. A copy of Area 19's current Policies with respect to Supportive Services allowed for youth is attached to this RFP as Appendix Five (5).

No Supportive Services using TANF grant funds will be allowed unless it is recognized and allowed pursuant to both ODJFS and ACDJFS Policies. A copy of ACDJFS' current Policies with respect to Supportive Services allowed for TANF eligible youth using TANF grant funds is attached to this RFP as Appendix Six (6).

While those entities proposing to provide Supportive Services should be mindful of what the Area 19 WDB historically and currently allows pursuant to its Supportive Service Policy for Youth. The Area 19 WDB is open to amending that policy to allow for additional supportive services, or greater amounts of supportive services to help the program achieve greater successes.

Therefore, proposing entities should be precise in their proposal in specifying how they would provide Supportive Services. A meaningful proposal will include a proposed schedule of Supportive Services which identifies what Supportive Services it would provide, the direct cost of the same, the timing of its provision, and the other terms and conditions pursuant to which the Supportive Service would be made available.

APPENDIX 6
Definitions and Eligibility Criteria Associated with
In-School and Out-of-School WIOA Youth

A. Definitions.

- (1) "Attending school" means when an individual is enrolled in and/or attending a secondary or post-secondary school.
- (2) "Basic skills deficient" means a youth who has English reading, writing, or computing skills at or below the eighth grade on a generally accepted standardized test or who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.
- (3) "Compulsory school attendance" means the requirement for children between six and eighteen years of age to attend school under Ohio law.
- (4) "English language learner" means an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and whose native language is a language other than English or who lives in a family or community environment where a language other than English is the dominant language.
- (5) "Homeless children and youths" (section 725 (2) of the McKinney-Vento Homeless Assistance Act, 42 U.S.C.11434a as in effect on January 1, 2016) means individuals who lack a fixed, regular, and adequate nighttime residence and includes the following:
 - (a) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (b) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - (c) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (d) Migratory children who qualify as homeless because the children are living in one of the previously mentioned circumstances.
- (6) "Homeless individual" (Violence Against Women Act ,42 U.S.C. 14043e-2 as in effect on January 1, 2016) means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:
 - (a) An individual who:
 - (i) Is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - (ii) Is living in a motel, hotel, trailer park, or campground due to the lack of alternative adequate accommodations;
 - (iii) Is living in an emergency or transitional shelter;
 - (iv) Is abandoned in a hospital; or

- (v) Is awaiting foster care placement.
 - (b) An individual who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - (c) Migratory children who qualify as homeless because the children are living in circumstances listed above.
- (7) "Individual with a disability" means, per section 3 (25) of WIOA, an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102 as in effect on January 1, 2016).
- (8) "Low-income individual" means an individual who:
- (a) Receives, or in the past six months has received, or is a member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program (SNAP) established under the Food and Nutrition Act of 2008 (7 U.S.C. as in effect on January 1, 2016), the program of block grants to States for temporary assistance for needy families (TANF) program under part A of title IV of the Social Security Act (42 U.S.C. 601 as in effect on January 1, 2016), or the supplemental security income (SSI) program established under title XVI of the Social Security Act (42 U.S.C. 1381 as in effect on January 1, 2016) or state or local income-based public assistance;
 - (b) Is in a family with a total family income that does not exceed the higher of:
 - (i) The poverty line; or
 - (ii) Seventy per cent of the lower living standard income level;
 - (c) Is a homeless individual;
 - (d) Receives or is eligible to receive free or reduced price lunch;
 - (e) Is a foster child on behalf of whom state or local government payments are made; or
 - (f) Is an individual with a disability whose own income meets the income eligibility requirements of paragraph (A)(8)(b) of this rule, but who is a member of a family whose income does not meet this requirement.
- (9) "Offender" means, per section 3 (38) of WIOA, an adult or juvenile who:
- (a) Is or has been subject to any stage of the criminal justice process, and for whom services under WIOA may be beneficial; or
 - (b) Requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
- (10) "School" means, for the purposes of WIOA youth program eligibility, secondary (including public schools, community schools, nonpublic schools, charter schools and approved home schools) and post-secondary schools. It does not include attending classes offered through adult basic and literacy education (ABLE), youthbuild, or job corps.
- (11) "School dropout" means, for the purposes of WIOA youth program eligibility, an individual who is no longer enrolled in secondary school and has not received a secondary school diploma or its recognized equivalent.

B. How does a youth enroll in workforce development activities?

Enrollment begins with completing the JFS 03002 "WIOA Youth Program Eligibility Application" with the workforce development agency that serves the county in which the applicant resides and includes:

- (1) The collection of information necessary to support a WIOA youth program eligibility determination;
- (2) The completion of the comprehensive assessment per rule 5101:14-1-04 of the Administrative Code.
- (3) The completion of an individual opportunity plan that includes the provision of one or more of the services described in rule 5101:14-1-02 of the Administrative Code.

C. Who is eligible for CCMEP?

The following individuals who are at least sixteen but not more than twenty-four years of age are eligible to participate in CCMEP:

- (1) Participants in the Ohio works first (OWF) 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.
- (2) Any OWF participant that has not been determined to be a work-eligible individual in accordance with rule 5101:1-3-12 of the Administrative Code may volunteer to participate in CCMEP.
- (3) Each low-income adult, in-school youth, or out-of-school youth registered for a WIOA program who is considered to have a barrier to employment under WIOA is required to participate in CCMEP.
- (4) An individual receiving benefits and services from the prevention, retention, and contingency (PRC) program may volunteer for CCMEP within thirty days of having received PRC benefits or services.

D. Who is an in-school youth?

An in-school youth is an individual who is attending school, not younger than fourteen years or (unless an individual with a disability who is attending school under state law) older than age twenty-one years; is a low-income individual; and has one or more of the following barriers:

- (1) Basic skills deficient;
- (2) An English language learner;
- (3) An offender;
- (4) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee foster care independence program, or in an out-of-home placement;
- (5) Pregnant or parenting;
- (6) An individual with a disability; or

- (7) An individual who requires additional assistance to complete an education program or to secure or hold employment as defined by the local workforce development board.

E. Who is an out-of-school youth?

An out-of-school youth is an individual who is not attending any school; not younger than sixteen years or older than age twenty-four years; and has one or more of the following barriers:

- (1) A school dropout;
- (2) A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;
- (3) A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is basic skills deficient or an English language learner;
- (4) An individual who is subject to the juvenile or adult justice system;
- (5) A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725 (2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the John H. Chafee foster care independence program, or in an out-of-home placement;
- (6) An individual who is pregnant or parenting;
- (7) A youth who is an individual with a disability; or
- (8) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment as defined by the local workforce development board.

F. Whose income is used when determining low-income status?

If the individual is under eighteen years of age, living with parent(s) or guardian(s), and is receiving support from them or if the individual is ages eighteen to twenty-four years and the parent(s) or guardian(s) pay(s) for more than fifty per cent of the individual's support, the individual is considered to be dependent on the parent(s) or guardian(s) and their income must be used to determine WIOA youth program eligibility. Verification of dependent status and means of support must be documented for each youth program participant.

G. Is an individual considered a low-income individual if he or she resides in a high-poverty area?

If the poverty rate in an individual's city, town, or township of residence is at least thirty per cent, the individual may be considered low income for purposes of determining WIOA youth and young adult eligibility.

H. Who is an individual requiring additional assistance to complete an education program or to secure or hold employment?

An individual who requires additional assistance to complete an education program or to secure or hold employment is one that is receiving, or has received in the past six months, SNAP, TANF, or SSI or other criteria established by the local workforce development board.

I. Is there any eligibility requirement for an individual to be a citizen of the United States?

In order to be eligible for the WIOA youth program, the applicant must be a United States citizen or non-citizen national or qualified alien as those terms are defined in rule 5101:1-2-30 of the Administrative Code.

J. Is there an eligibility requirement to register for the selective service?

In order to be eligible for the WIOA youth and young adult program, males ages eighteen and over must have fulfilled the registration requirements of the military Selective Service Act as in effect on January 1, 2016.

K. Is there a process for determining WIOA youth program eligibility when a close relationships exists between the individual and any stakeholders of the workforce development system?

All individuals applying for the WIOA youth program are required to document whether or not a close relationship exists between the individual and any stakeholder in the workforce development system on the JFS 03002. If a relationship does exist, the internal process developed by the local workforce development board must be followed to ensure that a transparent assessment of the individual's eligibility and development of the individual opportunity plan has been conducted with no personal or business relationship, bias, special interest, or prejudice.

L. Are there funding limitations in the WIOA youth program?

- (1) For any program year, not less than seventy-five per cent of WIOA youth formula funds available shall be used to provide youth workforce activities for out-of-school youth.
- (2) Up to five per cent of in-school and out-of-school youth may be individuals who would be eligible for the WIOA youth program, except that the individual is not low-income.
- (3) Not more than five per cent of in-school youth may be eligible based upon the individual barrier being that the individual requires additional assistance to complete an educational program or to secure or hold employment.
- (4) A minimum of twenty per cent of the total local area youth formula funds shall be spent on work experience.

M. How is WIOA youth program eligibility verified?

WIOA youth program eligibility must be verified or confirmed through an examination of documents. The United States department of labor provides guidance for the specific types.

APPENDIX 7
Area 19 WDB Youth Policies Excluding Youth Supportive Services

Can be found at the link below:

<https://noccog-area19.com/wib/policies/>

APPENDIX 8
ACDJFS Policies Regarding TANF Supportive Assistance (Services)

APPENDIX 9
Program Services Definitions

ACTIVITY

DEFINITION

ASPIRE Training

An activity in which a program participant attends and participates in the ABLE program.

This program includes services or instruction below the post-secondary level for individuals:

- A) who have attained 16 years of age;
- B) who are not enrolled or required to be enrolled in secondary school under state law; and
- C) who
 - i. Lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society;
 - ii. Do not have a secondary school diploma or its recognized equivalent and have not achieved an equivalent level of education; or
 - iii. Are unable to speak, read, or write the English language.

An activity for a program participant in the ASPIRE program who needs assistance acquiring the skills to be successful in post-secondary education and training, and employment can include:

1. Basic math, reading and writing skills,
2. Adult secondary education/GED preparation
3. English for speakers of other languages (ESOL)
4. Transition services – including employment and post-secondary
5. Life skills, employability skills and computer literacy
6. Family Literacy – enriching the parental role of adult learners
7. Workplace literacy – education services offered in collaboration with business, industry, government and/or labor to increase the productivity of the workforce through improved literacy skills
8. Corrections education – a partnership with a jail, detention center, community-based rehabilitation center or other similar institution
9. Distance education

Adult Mentoring

A structured activity in which an adult mentor offers one-on-one guidance in developing life skills and communicating information on goals and career opportunities, provides support, and encouragement to develop the competence and character of the mentee/program participant.

Alcohol or Drug Addiction Program

An activity that includes attendance and participation in a program that has been certified by the department of mental health and addiction services under section 5119.36 of the Revised Code.

Career Awareness

An activity that provides assistance to a program participant with gaining knowledge of career pathways and job opportunities in the local community and the skills and qualifications necessary to be successful in these positions.

Career Coaching

An activity that includes a career coach working individually with a program participant to provide structured intervention techniques to help the program participant learn to perform job tasks to the employer's specifications and the interpersonal skills necessary to be accepted as a worker at the job site and in related community contacts.

Career Counseling	An activity that provides facilitated assistance of occupational and industry information to a program participant in the development of a first, new, or better job for the program participant with focus on the definition of the worker role.
Career Exploration Services	An activity in which the program participant learns about the world of work, identifying and exploring potentially satisfying occupations, and developing an effective strategy to realize employment goals.
Citizenship Training	An activity that includes attendance and participation in education and training that prepares the program participant toward the attainment of U.S. citizenship.
Civic Engagement Activities	An activity that includes attendance and participation in education, training and activities which promotes the quality of life within a community such as attending city council meetings, donating blood or commissioner's meetings.
Community and Service Learning Projects	An activity that includes a program participant's attendance and participation in community service which is integrated with other learning experiences including civic responsibility.
Activity	Definition
Community Service	An activity in which a program participant performs work for the direct benefit of the community under the direction of public or nonprofit organizations, and are also designed to improve the employability of a program participant not otherwise able to obtain unsubsidized full-time employment. Community service programs shall be limited to projects that serve a useful community purpose in fields such as: <ol style="list-style-type: none"> 1. Health; 2. Social service; 3. Environmental protection; 4. Education; 5. Urban or rural development; 6. Welfare; 7. Recreation; 8. Public facilities; 9. Public safety; and 10. Child care.
Counseling	An activity that includes professional guidance of the program participant by utilizing psychological methods especially in collecting case history data, using various techniques of the personal interview, and testing interests and aptitudes.
Domestic Violence Counseling/Treatment	An activity that includes receipt of guidance for a program participant domestic violence victim to provide support and to promote the development of skills needed to exit the abusive relationship(s) and live successfully on their own. These are activities to help stop the cycle of violence.
Dropout Prevention Services	An activity that includes receipt of incentives, counseling, monitoring, high school restructuring, curriculum design, literacy support, or community-based services designed to mitigate factors impeding a program participant's progress in high school.
Dropout Recovery Services	An activity that includes recruiting a program participant back into an education setting or to support the attainment of a diploma or high school equivalency.
Education or Training Related to Employment	An activity that includes attendance and participation in a course of study directly related to a specific occupation, job or job offer (i.e., credential, certificate or licensure).

Education Related to Secondary Diploma/ Certificate of High School Equivalency Attainment	An activity that includes attendance and participation in a course of study that leads to a secondary diploma or a certificate of high school equivalency.
English as a Second Language Class	An activity in which an English language learning program participant improves one or more of the following: <ol style="list-style-type: none"> 1. Reading, writing, speaking, and comprehension skills in English; and 2. Mathematics skills; and 3. Acquiring an understanding of the American system of Government, individual freedom, and the responsibilities of citizenship.
Entrepreneurial Skills Training	An activity which develops skills associated with entrepreneurship. Such skills include, but are not limited to the ability to: <ul style="list-style-type: none"> • 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 associate with each option; and • Communicate effectively and market oneself and one's ideas. Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following: <ul style="list-style-type: none"> • Entrepreneurship education that provides an introduction to the values and basics of starting and running a business; • Enterprise development which provides supports and services that incubate and help youth development their own business; and • Experiential programs that provide youth with experience in the day-to-day operation of a business. An activity that includes receipt of entrepreneurial skills training is a process of learning how a person can organize and operate a business or businesses.
Activity	Definition
Exposure to Post-secondary Education Possibilities	An activity in which a program participant is introduced to post-secondary educational opportunities such as a trade school, college or university or certificate program which provides exposure to academic areas of interest to increase awareness of educational possibilities (e.g., college tour, classroom observations, etc.).
Family Counseling	An activity that includes receipt of psychotherapy by a program participant that may have one or more objectives that are designed to promote better relationships and understanding within a program participant's family.
Financial Literacy Training	An activity designed to increase a program participant's knowledge of personal money management including earning, saving and budgeting money effectively.
Finding Housing	An activity that includes searching for and obtaining safe, affordable and sustainable housing for a program participant.
Group Counseling	An activity that includes a program participant discussing their problems together in a group in order to help with mental or emotional problems.
Internships: Paid	An activity that includes temporary placement in a work environment for a program participant with the goal of building technical and job awareness skills in which the program participant is paid (through reimbursement to an employer).

Internships: Unpaid	An activity that includes temporary placement in a work environment for a program participant with the goal of building technical and job awareness skills in which the program participant is unpaid.
Job Club	An activity in which the program participant joins with a group of job seekers who meet for mutual support and networking while looking for employment.
Job Placement Assistance	An activity which provides a program participant assessment and counseling prior to their scheduled graduations to determine their capabilities and, based on their capabilities, finding placement in employment leading to economic self-sufficiency.
Job Readiness Training	An activity that includes the preparation of a program participant to seek or obtain or retain employment (e.g., workplace expectations, positive work habits, interview skills, creating a resume or cover letter etc.).
Job Search	An activity that includes seeking or obtaining employment for a program participant (e.g., attending a job fair).
Job Shadowing	An unpaid activity that includes introducing a program participant to the workplace and providing exposure to occupational areas of interest to increase career awareness. Job shadowing is limited and allows youth to observe only.
Job Skills Training (directly related to employment)	An activity that includes a program participant's attendance and participation in training or education for job skills required by an employer to provide a program participant with the ability to obtain employment or to advance or adapt to the changing demands of the workplace. Post-secondary education leading to a baccalaureate or advanced degree may fall within the definition as long as it is directly related to a specific job or occupation.
LEAP	LEAP means the learning, earning and parenting program for an OWF program participant which encourages a pregnant or parenting program participant teen to attend and complete high school or its equivalent. Participation in this activity is limited to participants required to participate in LEAP in accordance with rule 5101:1-23-50.
Life Skills Training	An activity designed to increase a program participant's ability to manage everyday life responsibilities including communication, literacy, decision-making, occupational requirements, problem-solving, time management and planning.
Medical Appointments	An activity that includes a program participant meeting at a specific time and place and involves the treatment of an illness or injury.
Activity	Definition
Mental Health Treatment	An activity that includes receipt of one or more of the following treatments designed to improve a program participant's psychological and emotional condition: <ul style="list-style-type: none"> • Psychotherapy • Medication • Case Management • Hospitalization • Support Group • Complementary & Alternative Medicine • Self Help Plan • Peer Support • Electroconvulsive Therapy • Art Therapy

On-the-Job Training	An activity that includes training in the public or private sector that is given to a paid (through reimbursement to an employer) program participant while he or she is engaged in productive work and that provides the knowledge and skills essential to full and adequate performance on the job.
Organizational and Teamwork Training	An activity designed to assist a program participant with communicating and working effectively within a group or organization.
Other Workforce Activities	An activity in which the program participant is referred to and receiving services from another Workforce Development Program.
Parenting Classes	An activity that includes attendance in classes which are designed to increase a program participant's skills in caring for their child(ren).
Peer Mentoring	An activity that includes a program participant receiving advice, support, encouragement and information from an individual that shares a common set of life experiences.
Peer Tutoring	An activity in which a program participant receives tutoring from an individual that shares a common set of life experiences.
Post-secondary Training	An activity that includes attendance and participation in a course of study in any training program that leads to a recognized post-secondary credential.
Pre-Apprenticeship	An activity that prepares a program participant to enter and succeed in a registered apprenticeship program and that has a documented partnership with at least one, if not more, registered apprenticeship program(s).
Providing Child Care Services to an Individual Who is Participating in a Community Service Program	An activity in which a program participant provides child care to enable an OWF work- eligible individual to participate in a community service program as set forth in rule 5101:1-3-12.6 of the Administrative Code. Providing child care to enable program participants to participate in other work activities does not meet this definition.
Providing Peer Mentoring	An activity that includes a program participant who provides advice, support, encouragement and information to another individual that shares a common set of life experiences.
Providing Peer Tutoring	An activity in which a program participant provides tutoring to an individual that shares a common set of life experiences.
Rehabilitation Activities	An activity that includes actions taken by a program participant to bring their health back to a normal healthy condition after an illness, injury, drug problem, etc.
Remedial Education	An activity that includes attendance and participation in a course of study designed to achieve competencies in core academic skills such as literacy and numeracy.
Serving on Youth Leadership Committees	An activity that provides a program participant the opportunity to attend and participate on a Youth Leadership Committee.
Study Skills Training	An activity in which a program participant receives assistance with effective strategies and methods of purposeful learning. Study skills training is designed to improve learning ability and may include but is not limited to learning styles, time management, study habits, and listening and writing skills.
Subsidized Employment (all year)	An activity in which a program participant is employed by a private or public sector employer who receives a subsidy from TANF, WIOA and/or other public funds to offset some or all of the wages and costs of employing a program participant.

Substance Abuse Treatment	An activity that includes professional guidance and/or treatment for a program participant coping with the overindulgence in or dependence in an addictive substance with a goal of establishing and maintaining abstinence of all substance usage.
Summer Employment	An activity conducted during the summer months which must provide direct linkages to academic and occupational learning.
Team Leadership Training	An activity that includes assisting a program participant with providing guidance, instruction, direction and leadership to a group of other individuals for the purpose of achieving a key result or group of aligned results.
Training on Decision-Making	An activity that provides a program participant with methods and strategies for making effective and appropriate decisions.
Training on Problem Solving and Prioritization	An activity that provides a program participant with methods and strategies for effective problem-solving and determining priorities.
Tutoring	An activity in which the program participant receives instruction in one or more specific areas of learning. Instruction designed to increase basic skills level. Tutoring can be provided as a group activity, one-on-one service, or via computer based programs through OhioMeansJobs centers or partnering agencies.
Unsubsidized Employment (all year)	An activity that includes full or part time employment of a program participant in the private or public sector that is not subsidized from TANF, WIOA and/or other public funds to offset some or all of the wages and costs.
Vocational Education Training	An organized education activity that is directly related to the preparation of a program participant for employment in current or emerging occupations requiring training that may or may not lead to a credential.
Work Behavior Training	An activity that includes attending courses designed to teach a program participant how to effectively behave at work and to help them eliminate workplace behavior that creates legal risks or that disrupts work relationships.
Work Experience Program (WEP)	A work activity that is performed in return for cash assistance and provides a program participant an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. Participation in this activity is limited to work eligible individuals in the OWF program.

APPENDIX 10
Available Budget Summary
ASHTABULA COUNTY

	WIOA Low Range Budget	TANF Low Range Budget	Total Low Range Budget	3 Mos Ext out of PY21 Budget	WIOA High Range Budget	TANF High Range Budget	Total High Range Budget	WIOA NEEDS
Services Awarded to the Lead Agency:								
Pre-Enrollment	\$37,000.00							
In-demand LMI	\$500.00							
Pre-Employment Skills Training and Basic Employment Skills Training	\$500.00							
Occupational Skills Training	\$1,000.00							
OJT Programming with Employer	\$1,000.00							
TOTAL:	\$40,000.00							
Services to be Procured:								
APPENDIX 1: RMS (Case Management)	\$121,500.00	\$180,900.00	\$302,400.00		\$162,000.00	\$241,200.00	\$403,200.00	
APPENDIX 1: Supportive Services	\$40,500.00	\$60,300.00	\$100,800.00		\$81,000.00	\$120,600.00	\$201,600.00	
APPENDIX 2-A: Remedial Ed Serv., (ASPIRE)	\$8,100.00	\$12,060.00	\$20,160.00		\$32,400.00	\$48,240.00	\$80,640.00	
APPENDIX 2-B: Career/Post-Secondary Ed. Exploration & Preparation for Post-Secondary Ed.	\$4,050.00	\$6,035.00	\$10,085.00		\$28,350.00	\$42,210.00	\$70,560.00	
APPENDIX 2-C: Preparation for Employment	\$8,100.00	\$12,060.00	\$20,160.00		\$32,400.00	\$48,240.00	\$80,640.00	
APPENDIX 2-D: Paid/Unpaid Work Experience	\$101,250.00	\$150,750.00	\$252,000.00		\$133,650.00	\$199,000.00	\$332,650.00	
APPENDIX 2-E: Life Skills Programming	\$20,250.00	\$30,150.00	\$50,400.00		\$81,000.00	\$120,600.00	\$201,600.00	
APPENDIX 2-F: Housing	\$16,200.00	\$24,120.00	\$40,320.00		\$32,400.00	\$48,240.00	\$80,640.00	
APPENDIX 2-G: Counseling and Treatment	\$4,050.00	\$6,030.00	\$10,080.00		\$8,100.00	\$12,060.00	\$20,160.00	
TOTAL:	\$324,000.00	\$482,405.00	\$806,405.00		\$591,300.00	\$880,390.00	\$1,471,690.00	\$0.00