

**CENTRAL AREA MICHIGAN WORKS! CONSORTIUM  
REQUEST FOR PROPOSAL (RFP)**

**PART B**

**JOBS, EDUCATION AND TRAINING  
AND  
FOOD ASSISTANCE  
EMPLOYMENT & TRAINING PROGRAMS**

Contract Period: The contract period will be for October 1, 2010 – September 30, 2011. The WIB may extend the contract for two additional years through September 30, 2013, contingent upon funding availability and contractor performance.

The dollars listed for funding are estimations for planning purposes and are not guaranteed funding levels. Funding amounts for FY10 were significantly reduced and it is unknown at this time if this trend will continue. Funding factors for JET and FAE&T will be updated in August 2010 using a funding formula based upon actual FIP and JET caseloads in each county.

*Estimated Funding Availability:*

Jobs Education and Training (JET)

\$ 1,113,470

<b>County</b>	<b>Estimated Funding</b>
Gratiot	\$ 238,282.58
Isabella	\$ 256,766.18
Montcalm	\$ 290,392.98
Ionia	\$ 328,082.58

Food Assistance Employment & Training (FAE&T)

\$ 70,000

Food Assistance Supportive Services

\$ 2,582

<b>County</b>	<b>Estimated Funding</b>	
	<b>Program</b>	<b>Support Services</b>
Gratiot	\$17,500	\$ 645.50
Isabella	\$17,500	\$ 645.50
Montcalm	\$17,500	\$ 645.50
Ionia	\$17,500	\$ 645.50

***Note: Bidders may submit a proposal to operate JET programs in one or more counties. Bidders submitting a proposal for JET must also submit a corresponding proposal for FAE&T. Bidders may submit a proposal for the Food Assistance program only, and may bid for all FAE&T funds for one or more counties under this provision.***

**Equal Opportunity Employer/Program**

**Auxiliary Aids and Services Are Available Upon Request to Individuals with Disabilities**

# TABLE OF CONTENTS

MICHIGAN DEPARTMENT OF ENERGY, LABOR AND ECONOMIC GROWTH PROGRAM CHANGES .....	1
<b>JOBS, EDUCATION AND TRAINING AND FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS .....</b>	<b>1</b>
RFP PRIORITIES .....	1
MICHIGAN WORKS! SERVICE CENTERS:.....	2
FUNDING PARAMETERS: .....	2
<b>JOBS, EDUCATION AND TRAINING PROGRAM DESCRIPTION.....</b>	<b>2</b>
PARTICIPATION REQUIREMENTS AND DOCUMENTATION.....	3
MICHIGAN NATIONAL CAREER READINESS CERTIFICATE (MI NCRC).....	3
JOBS, EDUCATION AND TRAINING PROGRAM ACTIVITIES .....	4
JET ACTIVITIES HISTORY.....	10
SUPPORTIVE SERVICES .....	11
JET SUPPORTIVE SERVICES HISTORY.....	11
CASE MANAGEMENT .....	12
JET BASIC SKILLS HISTORY .....	12
COLLABORATION WITH OTHER AGENCIES .....	12
PERFORMANCE BENCHMARKS .....	13
<b>JOBS, EDUCATION AND TRAINING PROPOSAL EVALUATION.....</b>	<b>14</b>
<b>FOOD ASSISTANCE EMPLOYMENT &amp; TRAINING PROGRAM.....</b>	<b>16</b>
DESCRIPTION.....	16
PROGRAM OBJECTIVE .....	16
ELIGIBILITY .....	16
PARTICIPANT FLOW .....	17
PROGRAM DESIGN/ACTIVITIES .....	17
FAE&T SUPPORTIVE SERVICES .....	19
FAE&T PROGRAM HISTORY .....	20
FAE&T PROGRAM AND SUPPORT SERVICES HISTORY .....	20
<b>FOOD ASSISTANCE EMPLOYMENT &amp; TRAINING EVALUATION...21</b>	
<b>JOBS, EDUCATION AND TRAINING / FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS COVER SHEET .....</b>	<b>23</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>24</b>
<b>JOBS, EDUCATION AND TRAINING/FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS PROPOSAL .....</b>	<b>25</b>
NEED FOR PROJECT .....	25
STATEMENT OF WORK .....	26
MANAGEMENT PLAN .....	27
ORGANIZATIONAL CAPACITY .....	27

ADEQUACY OF RESOURCES .....	27
STRENGTH OF COLLABORATIONS .....	28
PERFORMANCE BENCHMARKS .....	29
BUDGET/FISCAL INFORMATION .....	30
BUDGET WORKSHEET .....	30

# MICHIGAN DEPARTMENT OF ENERGY, LABOR AND ECONOMIC GROWTH PROGRAM CHANGES

*This RFP is based on current information for the JET program and is subject to programming changes or priorities made by the Michigan Department of Energy, Labor and Economic Growth (MDELEG)*

## JOBS, EDUCATION AND TRAINING AND FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS

The vision of the Central Area Michigan Works! Consortium (CAMWC) Workforce Investment Board (WIB) and Administrative Board are to enhance the quality and productivity of people and business by preparing a competitive and productive workforce. In keeping with this vision, the Jobs, Education and Training (JET) and Food Assistance Employment & Training (FAE&T) Programs will provide services that will assist participants in becoming economically self-sufficient by removing barriers to employment; obtaining unsubsidized employment; retaining unsubsidized employment and case closure due to earnings. CAMWC is seeking creative proposals with strategies for accomplishing these goals.

### RFP PRIORITIES

The JET program is designed to establish and maintain a connection to the labor market for individuals referred from the Michigan Department of Human Services (DHS) while offering educational and training opportunities and Job Search/Job Readiness (JS/JR) activities to increase the participant's income, therefore, reducing or eliminating a family's need for public assistance. The DHS established the minimum required hours of participation for each individual upon referral to CAMWC based upon appropriately corresponding federal and state criteria.

Meeting Michigan's work participation requirement for JET participants is a priority. A minimum of 50% of clients who participate in the JET program must be placed in positions that provide wages of \$8.00 per hour or more. This is to be accomplished through participation in core and non-core activities outlined in current JET policy. Bidders are required to explain how the proposed program will meet or exceed the minimum participation requirements.

The JET program also requires that clients assessed at a reading and/or math skill level below ninth grade (8.9 or lower) on a standardized assessment must participate in an appropriate comprehensive basic skills education program to address these deficiencies. CAMWC has set the provision of basic skills and vocational skills education as a priority.

Bidders are required to explain how they will provide basic skills and will be given priority over those who do not address this requirement in their proposal. Bidders may collaborate with an entity that will operate a basic skills training program and will be referred to as the "Secondary Agency." This basic skills remediation and/or GED preparation falls under the non core activities of Job skills training directly related to employment and Education directly related to employment.

All proposals for basic skills remediation and or GED preparation must detail who will provide the activity, where the activity will be provided, and how the remediation and/or GED program

will be delivered. Priority will also be given to bidders proposing Vocational Education Training, provided there is a clear recruitment and training plan.

### **MICHIGAN WORKS! SERVICE CENTERS:**

The One-Stop System will be the basic delivery system for services to Jobs, Education and Training (JET) and Food Assistance Employment & Training participants. The selected Contractor(s) will serve as a partner in the Michigan Works! Service Center. Centers will be open and staffed 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of state holidays. Access for services will be through the Service Centers and staff will be housed at the Centers. There is one Service Center in each county.

### **FUNDING PARAMETERS:**

Agencies and organizations will be expected to participate in the operation of the Michigan Works! System by contributing basic management and supervisory services to the maximum extent feasible. Once a contract is issued to a proposed bidder, that organization becomes fully responsible for administration of the program and activity and expenditures according to the legislation, regulations, state policy and local policy.

Currently, the funding for JET is a combination of Temporary Assistance for Needy Families (TANF), General Fund/General Purpose (GF/GP), and WIA Statewide Activities (SWA) funds. Given the state of Michigan's budget, it is unknown at this time what the source or amount of funding or level will be for the JET program. The CAMWC will provide technical assistance to the bidder who is awarded the JET contract.

All proposed functions and activities should be researched, planned and well thought out as the bidders(s) who are awarded contracts will be held to perform the functions they propose. Lack of follow through may result in reduction of funds budgeted for that activity or contract cancellation.

## **JOBS, EDUCATION AND TRAINING PROGRAM DESCRIPTION**

The Jobs, Education and Training (JET) program is designed to provide Temporary Assistance for Needy Families (TANF) applicants and recipients with a connection to the labor market resulting in case closure due to income. The ultimate goal of the Jobs, Education and Training program is placement into sustained employment. Jobs, Education and Training participants referred by the Department of Human Services (DHS) will attend an Orientation; receive an employment based assessment and be assigned to allowable activities to meet the required participation. The assessment will include no less than academic testing, occupational skill levels assessment, and identification of barriers to employment. This assessment will form the basis for the development of an individualized plan of services designed to assist him / her in successfully securing sustained employment. ***Documentation of basic skills and participation in all activities shall be recorded on the Management Information System (MIS) and retained in the participant file.*** Individuals testing below the 9<sup>th</sup> grade (8.9 or below) level in reading and/or math on a standardized assessment must participate in an appropriate comprehensive basic skills education program to address these deficiencies for all or part of their *non-core* activities. Considering current funding levels basic skills education services should be provided in conjunction with Adult Education. In the event the bidder plans on providing a basic skills education component this should be clearly described in the plan proposal.

## **PARTICIPATION REQUIREMENTS AND DOCUMENTATION**

The Department of Human Services (DHS) establishes the minimum required hours of participation for each Work Eligible Individual at the time of FIP eligibility. The **State of Michigan** requires work participation of **up to 40 hours** per week for all participants. However, the MWAs must first ensure that as many participants as possible are meeting federal participation requirements, in order for Michigan to meet the overall participation rate required to avoid significant federal fiscal penalties. The federal minimum required weekly hours for each individual with the following family unit size are:

Single-Parent Family with a child under the age of 6.....20 hours per week  
Single-Parent Family without a child under the age of 6.....30 hours per week  
Two-Parent Family not utilizing federally funded child daycare...35 hours per week  
Two-Parent Family utilizing federally funded child daycare.....55 hours per week

The CONTRACTOR shall document all attendance and participation. All documentation verifying participation in non-work activities, except for Job Search/Job Readiness activities shall be maintained and updated at least every two weeks. Job Search/Job Readiness activities must be supervised and documented on a daily basis. Participation in paid employment activities may be forecasted for up to six months based on the hours reported on earnings statements. All documentation shall be kept on file and be available for Data Verification which is done monthly. Participants who fail to participate will be referred back to DHS for good cause determination. CONTRACTOR staff may have to appear at DHS sanction hearings.

Individuals must complete their first 20 hours of participation **each week** in at least one of the eight “core” activities. The “non core” activities can not be used to meet the first 20 hours per week of participation requirement. After individuals have spent at least 20 hours in “core” activities, the remaining hours of their participation may be met through “non-core” or “core” activities or a combination of each.

## **MICHIGAN NATIONAL CAREER READINESS CERTIFICATE (MI NCRC)**

Enabling workers to acquire the skills necessary to succeed is central to Michigan’s strategy for economic transformation. JET participants will have the opportunity to be assessed using the three core WorkKeys assessments that make up the MI NCRC. Assessments for Reading for Information, Applied Mathematics, and Locating Information will be administered to participants who have been determined to have the necessary skills to successfully achieve a MI NCRC.

Participants may receive a pre-assessment, if appropriate, to determine whether remediation is appropriate prior to administering the three WorkKeys assessments. If an individual fails to earn at least a Bronze level certificate or wishes to improve their scores, remediation is necessary.

MWAs must offer Employability Skills training to all JET participants. Employability Skills are transferable core skills, often referred to as “soft skills”, which represent essential functional and enabling knowledge and attitudes required in today’s workplace. The Employability Skills Standards include Critical Thinking/Problem Solving, Oral Communications, Written Communications, Teamwork/Collaboration, Manage Conflict/Negotiation Skills, Information Technology Applications, Professionalism/Work Ethic, Diversity, Creativity/Innovation,

Lifelong Learning/Self Direction, Ethics/Social Responsibility, and Customer Service. Such skills are consistently requested and valued by employers, and are often key factors considered during the hiring process. The Employability Skills endorsement on the MI NCRC will verify that the jobseeker has successfully demonstrated employability skills.

## **JOBS, EDUCATION AND TRAINING PROGRAM ACTIVITIES**

1. Unsubsidized Employment is a Core Activity. Unsubsidized Employment is the highest priority and the goal of the program.
2. Subsidized Private and Public Sector Employment is a Core Activity. The individual is an employee of a private or public sector employer. The wages are supported by Jobs, Education and Training funds.

Subsidized private or public sector employment is to be used only on a limited basis for probationary placement of participants who may have severe barriers to employment. Subsidized private or public sector employment allows an employer the opportunity to observe how the participant functions in a work environment.

Subsidized private or public sector employment shall be limited to a maximum of eight weeks with an average of four weeks duration and only initiated with a reasonable assurance that the participant will remain employed after completion of the probationary period. Any time over the average four weeks and up to the maximum of eight weeks will require a written statement maintained in the participant file providing justification for the increase in weeks.

This activity must be paid at no less than the wage at placement benchmark (\$8.00 per hour for this RFP year). The length of time will be dependent upon the skill level of the participant and the skill level requirement of the particular job. This activity may lead to an On the Job Training (OJT) if appropriate. The goal of this activity is full time unsubsidized employment.

Necessary supportive services will be provided to ensure that the participant is able to successfully complete the probationary period.

Subsidized private or public sector employment may be arranged directly through the employer or through a placement agency. Jobs, Education and Training funds may be used to reimburse the employer for the actual wages or salary earned by the participant. The subsidy is not to be used to provide fringe benefits.

If the DHS closes the participant's FIP case and the placement of the participant into this activity *was the result of the efforts made by the CONTRACTOR*, the participant may remain in this activity for the remaining balance of the contracted activity limitation.

3. On-the-Job Training (OJT) is a Core Activity. In this activity, the individual is an employee of the employer and training is conducted on the job. OJT payments to employers are deemed to be compensation for the extraordinary costs associated with training participants and the costs associated with the lower productivity of the participants. Employers may be reimbursed up to 50% of the wage rate of an OJT participant for the extraordinary costs of

providing the training and additional supervision related to the OJT. Employers are not required to document such extraordinary costs.

All OJT employer worksites shall be monitored no less than once annually by the Contractor. Monitoring must be completed during the course of the participant's employment with the OJT employer.

OJT is defined as training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training;
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant: and
- Is a demand occupation and authorized for funding by the CAMWC Workforce Investment Board (WIB).

OJT contracts may be written for eligible *employed* workers when:

- The employee will be earning, at a minimum, \$0.50 more per hour at the end of the OJT than prior to the OJT;
- The aforementioned requirements are met; and
- The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes.

**No OJT subcontract, including upgrading and extensions, may be written for less than the wage at placement benchmark (\$8.00 for this RFP period) or more than six months.**

- ❑ All OJT Slots must be additions to the employer's workforce that would otherwise not be financed by the employer without financial assistance.
- ❑ Employers may receive payment only for extraordinary training costs. Payment to employers for extraordinary training costs cannot exceed 50 percent of participant wages. Extraordinary costs are defined as the difference between costs of training and the productivity associated with employing Jobs Education and Training participants and costs associated with others similarly employed.
- ❑ CAMWC's approved OJT Training Agreement shall be used in the execution of on-the-job training agreements with public or private employers.
- ❑ OJT shall provide specific job training through the four county area employers.
- ❑ OJT shall ensure adequate supervision of participants during training. The ISS must explain training length determination.
- ❑ Case Manager shall review each participant's progress through their training at least once every thirty (30) days. The written evaluation will be included in the participant's file.
- ❑ No participant in an OJT shall be placed in or remain working in any position if any person in the same or substantially equivalent position is on layoff.

- ❑ OJT subcontracts shall be executed only for positions that are full-time, non-temporary classifications, unless prior written approval is given by CAMWC's President.
- ❑ A participant shall be placed in an OJT position only if there is a reasonable expectation of continuing employment in the occupation, in which he/she is being trained.
- ❑ No participant shall be placed in an occupation that is not sufficiently skilled to normally require a training period of at least four weeks.
- ❑ No participant shall be placed in an OJT subcontract in an occupation that does not meet the prevailing standards with respect to wages, hours and conditions of employment.
- ❑ Occupations under which individuals may not be placed under OJT subcontracts include, but are not limited to the following:
  - a. Occupations depending on commission as the primary income source;
  - b. Professional occupations requiring licenses; or
  - c. Occupations dependent on tips or gratuities as the primary income source.
- ❑ No participant may be placed in an OJT subcontract with a firm or in an industry that is in violation of local, state or federal labor laws.
- ❑ No participant may be placed in an OJT subcontract with a firm that is experiencing abnormal labor conditions such as a strike, lockout or other similar condition.
- ❑ All participants placed under OJT subcontracts shall be subject to the same working conditions as all other employees in similar positions with the respective employer.
- ❑ All participants under OJT subcontracts must be employees with the respective employer. OJT subcontracts are not allowed where the participant is a subcontractor of the employer and not an employee.
- ❑ Participants under Jobs, Education and Training OJT subcontracts shall comprise no more than 25% of the employer's employees, unless prior written approval is given by CAMWC's President.
- ❑ No participant shall be employed or job opening filled when the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act or training paid for under an OJT subcontract.
- ❑ No funds may be used to assist in relocating establishments, or parts thereof, from one area to another unless such relocation will not result in an increase in unemployment in the area of original location or in any other area.
- ❑ The program operator shall request written concurrence from the appropriate bargaining agent where a collective bargaining agreement exists with the participating employer covering occupations in which the OJT subcontract is proposed (prior to the execution of the OJT subcontract). Such concurrence shall apply to the elements of the proposed activity that affects the bargaining agreement, such as wages and benefits. If no response is received within 5 days after written notification to the collective bargaining agent, the program operator may proceed in signing the OJT subcontract. Such written notification shall include a deadline date for any response. Evidence shall be maintained on file of all such communication, consultation or concurrence.
- ❑ OJT subcontracts shall not be written with employers who have been in business for less than twelve (12) months unless prior written approval is given by CAMWC's President.
- ❑ No participant shall be trained under an OJT subcontract where the position is funded in whole or in part with Jobs Education and Training funds.
- ❑ OJT subcontracts will not be written for employers who have consistently failed to retain OJT participants or have otherwise been deficient in their adherence to previous subcontracts.

- Jobs, Education and Training funded programs shall not participate in Reverse Referrals, referring clients to an employer whom the employer referred to the agency, unless all four conditions listed below have been met.
    - a. The client has not already been offered the job.
    - b. The client lacks the skills necessary to do the job.
    - c. Because of the client's lack of skills, the employer will only hire the client under an OJT.
    - d. The job is open to any qualified applicant.
  - Jobs, Education and Training funded programs shall not enter into OJT training agreements if any one or more of the aforementioned conditions have not been met.
  - Employers shall only be reimbursed for straight time hourly wages for non-overtime hours actually worked. Participants shall receive the same holiday pay, sick leave or vacation pay, if any, as regular employees.
4. Job Search and Job Readiness Assistance (JS/JR) is a Core Activity. Job Search/Job Readiness is an activity that helps participants become familiar with the general workplace expectations and learn behavior and attitudes necessary to compete successfully in the labor market. Job Search and Job Readiness may include substance abuse treatment, mental health treatment, or rehabilitation activities if determined to be necessary and certified by a qualified medical or mental health professional.

Any amount of time spent participating in Job Search/Job Readiness during a week shall be considered one week of participation. Up to four weeks can be consecutive; a twelve-week limit per fiscal year is allowable during times when Michigan is identified as a needy state. Currently Michigan is a needy state. Any additional time spent in this activity will not be counted toward their federal participation rate.

The “Job Search” aspect means “the act of seeking or obtaining employment,” which should encompass all reasonable job search initiatives. Job searching includes making contact with potential employers by telephone, in person, via the Internet, submitting resumes or e-mail applications to apply for job openings and/or vacancies, and interviewing for jobs.

“Job Readiness” involves any activity that prepares individuals to obtain and maintain employment. This entails activities that assist participants in becoming familiar with general workplace expectations, and learning behaviors and attitudes necessary to compete in the labor market. This includes preparing resumes or job applications, training in interviewing skills, instruction in work place expectations, and training in effective job seeking. Personal activities such as seeking childcare, seeking housing, or seeking transportation are not countable work activities under JS/JR or any other allowable activity.

5. Work Experience Program (WEP) is a Core Activity. The Work Experience Program activity is customarily an unpaid training assignment in the public sector for individuals who lack previous employment experience and/or job readiness and therefore would have difficulty obtaining or retaining unsubsidized employment. The goal is to improve skills, attitudes, and the general employability of these participants.

Work experience training assignments are not intended to create employee-employer relationships. Rather, the activity is intended to benefit participants by providing them with

short-term, on-site work experience, which will add to their appeal as potential employees and help them maintain employment once job placement has occurred.

While there are no restrictions on the length of time participants are allowed to remain in work experience, it is intended that each assignment will be short term. An evaluation will be completed **every 30 days** in order to assess the effectiveness of the training assignment and the readiness of the participant for full-time unsubsidized employment.

If participants are placed at religious or political-based sites, participation must be voluntary on the part of the participant, and all activities must be nonsectarian and nonpartisan in nature.

The contractor shall choose training sites for all work experience assignments. The contractor will negotiate the terms of placement of participants at these sites in keeping with the goals and objectives for work experience participants. A reasonable workplace environment must be provided for all participants. Training sites must comply with applicable health and safety standards pertaining to the workplace environment. A worksite training agreement will be completed for each Work Experience worksite. A copy of the worksite training agreement will be included in the participants file.

Although Work Experience is traditionally an unpaid activity, the WIB will allow a limited number of work experience as a paid activity provided they are monitored closely and follow the requirements of subsidized Private & Public Sector Employment as outlined above.

6. Community Service Programs (CSP) is a Core Activity. CSPs must be structured programs in which individuals perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. CSPs must be designed to improve the employability of participants otherwise unable to obtain full-time employment. Time counted in CSPs may include training that is an integral, embedded part of the CSP and of limited duration. Participants in CSPs must be supervised on an ongoing basis, no less frequently than once each day in which the individual is scheduled to participate.

Participants will be placed into nonsectarian or nonpartisan activities. If participants are placed into sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature. An evaluation must be done periodically in order to assess the effectiveness of participants' enrollments in CSPs.

A participant's combined monthly hours of participation in CSPs and WEPs may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with FLSA. If the allowable monthly hours of CSP do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement.

7. Provision of Child Care Services to Individuals Participating in Community Service Programs is a Core Activity. This consists of providing childcare to enable another participant to participate in a CSP. This is an unpaid activity and must be a structured

program designed to improve the employability of individuals who participate in it. Participants in this activity must be supervised on an ongoing basis no less frequently than once each day in which the individual is scheduled to participate.

Childcare provided to participants in other activities typically involves payment for services rendered and is classified as unsubsidized employment. This activity must be effective in helping move the provider toward self-sufficiency. Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant's attainment of employment in the childcare field.

Participants providing the childcare services must collect written certification in accordance with documentation requirements to document that childcare services were actually provided by them for someone engaged in CSP activities. This documentation must be collected in order to verify the hours of participation for individuals providing the childcare. The hours will be cross-referenced with the CSP activity verification to ensure accuracy.

8. Vocational Educational Training is a Core Activity and includes Vocational/Occupational Training; Condensed Vocational Training (CVT); and /or Internships, Practicums, and Clinicals. This is an occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.

Participants are allowed 12 total months over their lifetime to participate in vocational/educational training. Vocational/Educational training must be occupationally relevant and in demand as defined by the CAMWC WIB. All training requires daily supervision and documentation and the participant must demonstrate sufficient progress in the program.

- The calculated participation hours of **Vocational/Occupational Training** may include actual classroom seat time up to 15 hours per week plus up to one hour of study time for each hour of classroom seat time. Classroom and study time must be supervised and documented. V/O Training may be up to 12 months.
- **Condensed Vocational Training** is short term (no more than 6 months) and requires a minimum of 30 hours of classroom seat time. A participant may not be enrolled in a CVT if at any time during their lifetime they have participated in V/O Training.
- **Internships, Practicums, or Clinicals** are full time and required by an academic or training institution for licensure, professional certification, or degree completion. The period of participation may not exceed a total of twelve months.

Funding for Vocational/Educational Programs may be through PELL, other financial aid grants, or other employment training funds. Jobs, Education and Training funds are to be used only if no other funds are available.

9. Job skills training directly related to employment is a Non-Core Activity. This activity allows individuals who possess a GED or high school diploma but are assessed below the ninth grade level (8.9 or less on a standardized test) to receive basic skills remediation. It may be training and education required by an employer; customized training to meet the need of a specific employer; or general training that prepares an individual for employment.

10. Education directly related to employment is a Non-Core Activity. This activity involves education related to a specific occupation, job or job offer. This activity may be used for individuals who have not received a high school diploma or **GED** and may include adult basic education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a GED.
11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence is a Non-Core Activity. This activity requires regular attendance in a course of study leading to a certificate of general equivalence for an individual who has not completed secondary school or received such a certificate. This need not be restricted to those for whom obtaining a GED is a prerequisite for employment and is aimed primarily at minor parents still in high school.

### JET ACTIVITIES HISTORY

10/1/08 through 9/30/09

Activity (includes duplications)	Gratiot	Isabella	Montcalm	Ionia
Job Search/Job Readiness	477	418	815	589
On the Job Training	0	0	0	0
Work Experience Program (WE or WEP)	59	126	279	214
Substance Abuse	3	5	5	42
Child Care	0	0	0	0
Vocational/Occupational Training (PET)	13	22	3	33
High School Completion	1	0	0	3
Condensed Vocational Programs	6	2	11	4
Internships, Practicum's, and Clinicals	1	0	0	2
Medical Inactive Status 30 days or less	26	17	27	34
Assignment to Contact DHS to Determine Deferral	19	13	7	23

10/1/08 through 9/30/09

Activity (non-duplicated)	Gratiot	Isabella	Montcalm	Ionia
Job Search/Job Readiness	298	277	449	388
On the Job Training	0	0	0	0
Work Experience Program (WE or WEP)	39	98	131	147
Substance Abuse	3	5	5	33
Child Care	0	0	0	0
Vocational/Occupational Training (PET)	12	22	3	33
High School Completion	1	0	0	3
Condensed Vocational Programs	6	2	11	4
Internships, Practicum's, and Clinicals	1	0	0	2
Medical Inactive Status 30 days or less	23	17	24	31
Assignment to Contact DHS to Determine Deferral	18	13	7	22

## SUPPORTIVE SERVICES

The provision of supportive services is necessary to remove employment barriers for JET participants with acknowledgement of funding level limitations. The successful bidder will be held to the proposed percentages and funding levels proposed for supportive services.

The need for supportive services is determined through the development of the Individual Service Strategy (ISS). The purpose of the ISS is to address barriers and assist the participant in achieving employment or training goals. The ISS sets forth a mutually developed plan between a participant and the case manager that identifies barriers to reaching goals and plans how those barriers will be overcome. Supportive services are provided as appropriate through the first 180 days of a participant's employment (the 180-day job retention period) with proper documentation on file. Supportive services for JET participants are determined by state and local policy.

The CAMWC policy establishes JET funded support services as follows:

<b>Supportive Service</b>	<b>CAMWC Policy</b>
Public Transportation	Actual cost
Private Vehicle Mileage Reimbursement	.30 per mile
Clothing (State Policy Maximum)	\$500 / 12 month
Auto Purchases (State Policy Maximum)	\$2,000 lifetime
Auto Other (Insurance/Plates)	Minimum start-up
Auto Repair (State Policy Maximum)	\$900 /12 month
Relocation	\$1500 per move
Other ESS (one time work related expense)	No limit
Pre Employment Exam/Screening	No limit

## JET SUPPORTIVE SERVICES HISTORY

<b>County</b>	<b>JET Supportive Services</b>		
	<b>FY08 (actual)</b>	<b>FY09 (actual)</b>	<b>FY10 (planned)</b>
Gratiot	\$ 96,506	\$ 98,603	
Isabella	\$ 220,804	\$ 221,265	
Montcalm	\$ 121,088	\$ 188,479	
Ionia	\$ 107,943	\$ 132,780	
Total Supportive Services	\$ 546,341	\$ 641,127	\$ 378,446
Total JET Funding	\$ 1,704,465	\$ 1,500,862	\$ 1,113,470

## CASE MANAGEMENT

The success of JET is contingent upon high quality case management. Case managers assist clients in setting short term work related goals and create plans to achieve them. The case manager uses a client’s presented needs and goals as the guide for connecting him/her with appropriate services. Quality Case Management requires regular contact, often initiated by the case manager, with the participant. Case management includes identification of the barriers which may have prevented the participant from obtaining employment and the steps that will be taken to remove those barriers, including the identification of appropriate education and training. Case management activities assist participants in increasing their earnings leading to case closure which may include working with employers to develop career ladder programs and increasing participant work hours.

JET participants must be employed in unsubsidized employment for 180 calendar days to be reported as completing 180-day job retention requirements. In addition, the participant must have worked, based on a monthly average, the required minimum number of weekly hours relative to their participation requirements.

Follow up after a participant obtains employment must occur at no less than every 30 days through the 180 day retention period (30, 60, 90, 120, 150 and 180 days) and not less than once every 60 days thereafter for the duration of the participant’s enrollment.

Case management procedures include the entry of actual hours of participation into the MIS. Actual hours must be supported by appropriate documentation. All appropriate case note information will be clearly documented in a timely manner, including identified barriers and steps taken to remove them, supportive service records, and employment information from case management contacts.

## JET BASIC SKILLS HISTORY

Average Grade Levels for JET participants tested  
10/1/08 through 9/30/09

County	Gratiot		Isabella		Montcalm		Ionia	
	# of Participants Tested	Average Grade Level	# of Participants Tested	Average Grade Level	# of Participants Tested	Average Grade Level	# of Participants Tested	Average Grade Level
<b>Math</b>	277	9.2	148	7.8	338	8.1	351	8.3
<b>Reading</b>		7.8		9.5		9.1		8.7

## COLLABORATION WITH OTHER AGENCIES

JET referrals from the DHS will be served through a partnership between DELEG and DHS to overcome barriers and assist families in achieving self-sufficiency through employment. The Michigan Works! System provides services to promote individuals in moving from welfare to work utilizing the partner services including the Employment Service and WIA.

## PERFORMANCE BENCHMARKS

<b>Jobs, Education and Training - Current Benchmarks</b>	
* Unsubsidized Employment Rate	43.5%
Average Wage at Placement	\$ 8.00
180 Day Retention on all placements	75%
Case Closure for income	25%

\* Full time unsubsidized employment (as defined by the work requirements for specific populations)

Contractors who meet the contract benchmarks for all *four* performance benchmarks and have *acceptable expenditures* of the current contract amount will be considered for an automatic contract renewal for the subsequent program years covered by this RFP cycle (FY12 and FY13).

# JOBS, EDUCATION AND TRAINING PROPOSAL EVALUATION

Jobs, Education and Training Evaluation Criteria	Number of Points
Completeness of Proposal	5
Experience Working with Proposed Population	10
Financial/Accounting Review	20
Organizational Capacity	5
Program Design <ul style="list-style-type: none"> <li>➤ Case Management Services</li> <li>➤ Basic Skills/Vocational Skills</li> <li>➤ Collaboration with partner agencies</li> <li>➤ Utilization of Allowable Activities (including job development)</li> <li>➤ Supportive Services</li> <li>➤ Program Goals/Performance</li> </ul>	60
Total	100

Explanation of Evaluation Criteria:

Completeness of Proposal will be determined by the answering of all applicable questions, adherence to RFP instructions, enclosure of all required attachments, accuracy of budgets, and overall completeness of proposal.

Experience Working with Proposed Population will look at past experience serving the same or similar populations.

Financial/Accounting Review will be evaluated based on information provided in the Management Plan of the proposal narrative and any additional information that was requested including audit information, cost allocation plans (if appropriate), certification of accounting system, budget worksheets, etc. Past or current contractors will also be reviewed on the timeliness and accuracy of financial requests.

Organizational Capacity will be evaluated based on information provided in the proposal and any additional information that may be requested.

Program Design will be evaluated based on information provided in the Statement of Work. Proposer should consider designs that are unique, innovative and collaborate with partners and the community at-large. The design should include no less than the following:

- Range of Case Management Services, including ensuring that information will be accurately and promptly reported in the MIS system
- Strategy for the provision of Basic Skills/GED
- Strategy for encouraging Vocational Skills Training
- Plan for collaboration, by name, with partner agencies, including both those located within and not located within the service center
- Plan for use of allowable activities in meeting required outcomes
- Plan for provision of supportive services including who, what, and when supportive services will be provided
- Strategy for meeting Participation Requirements
- Strategy for Case Closure

There must be a direct correlation between the program services described in the narrative and the program services that are budgeted. Do not include anything in the narrative that you do not also include in your budget and vice versa.

# FOOD ASSISTANCE EMPLOYMENT & TRAINING PROGRAM

## DESCRIPTION

The Food Assistance Employment & Training (FAE&T) Program is designed to establish a connection to the labor market for Able-Bodied Adults Without Dependents (ABAWDs). Eligible individuals will be referred by the DHS and must be in a work status for 80 hours per 30 day period. Individuals referred to this program may not be in a stand alone job search status for more than 30 days.

## PROGRAM OBJECTIVE

The purpose of the Food Assistance program is to help able-bodied adults without dependents (ABAWDs) maintain or regain their food assistance eligibility by participating in a qualifying work program or training activity. Federal Food Assistance laws limit food assistance eligibility for ABAWDs to three months in a three year period unless the ABAWD is deferred or meeting the work participation requirement. This program will serve 18 thru 49 year old (or older if they volunteer with DHS) adults who are in jeopardy of losing their food assistance due to the Federal time limits. The Food Assistance program will be the same model as the JET program. ABAWDs who have lost eligibility due to the time limit may regain their eligibility by participating in a work activity for at least 80 hours within any 30-day period since the end of the last food assistance period (food assistance case closure).

## ELIGIBILITY

The DHS is responsible for determining who is eligible to be served under the program and for making referrals to the program via the Management Information System (MIS). The CONTRACTOR is responsible for assessing the employment and educational needs of ABAWDs who volunteer to participate in the FAE&T Program.

FAE&T funds may only be used to provide employment and training and support services to individuals who are referred to the MWA by DHS via the MIS System. **FAE&T funds cannot be used for food assistance program recruitment and outreach activities.**

Eligible participants must be 18 through 49 years old (beginning the first calendar month after the 18<sup>th</sup> birthday through the last calendar month before the 50<sup>th</sup> birthday) and **not** deferred from employment for any of the following reasons, including but not limited to:

- Medically certified as physically or mentally unfit for employment;
- Participating in a Michigan Rehabilitative Services program as a State Disability Assistance recipient;
- Pregnancy;
- Participating regularly in a substance abuse treatment and rehabilitation program;
- Responsible for the care of an incapacitated person on the same food assistance case;
- Receiving or applied for unemployment compensation; or
- A victim of domestic violence.

## PARTICIPANT FLOW

All referrals will be made by the DHS.

1. The DHS will refer eligible participants via the MIS.
2. The CONTRACTOR will schedule the participant for a Food Assistance Employment Program Introduction (Orientation).
3. The CONTRACTOR will complete the Individual Service Strategy with the participant.
4. Participants are to be placed directly into Job Search/Job Search Training followed by workfare and/or directly into employment enhancement programs, as appropriate.
5. The CONTRACTOR retains the participant until notified by the DHS of the participant's ineligibility, the participant's refusal to continue participation, or the participant's choice to be referred back to the DHS for participation in Self-Initiated Community Service.

## PROGRAM DESIGN/ACTIVITIES

Program Introduction - A Program Introduction must be available to participants within five days of their referral from the DHS. The client's case remains open up until the last date to attend the Program Introduction, which is indicated in the Last Date to Attend Orientation Field. The Food Assistance Employment Program Introduction should consist of an overview of the Program, responsibilities of the participant, and the consequences for noncompliance.

Education/Training Programs (Employment Enhancement Skills Training)-There are no time limits on participation in this activity. The goal of Employment Enhancement Skills Training is to increase or develop participants' motivation to begin and continue participation activities relating to employment. Designed to stabilize participant's living circumstances and facilitate successful participation in the program, activities may include, but are not limited to such things as improving self-image; motivational activities, time management.

### **Job Search/Job Training with Workfare**

Job Search / Job Search Training (20 hours per week) count toward the participant retaining their Food Assistance eligibility. If a participant has completed 30 days of Job Search/Job Search Training, any additional Job Search/Job Search Training activities must comprise **less than half** (e.g., 49 percent) of the required hours of participation. Job Search/Job Search Training, if provided in conjunction with other employment and training activities, must be **less than** 10 hours per week in conjunction with other education and training activities for a combined total of 20 hours per week. If a person has not been placed into Unsubsidized Employment following 30 days of Job Search, they are required to be placed in Workfare or another education/training activity.

Workfare allows participants to perform work in a public service capacity to improve employability and encourage individuals to move into regular employment. This activity is available to participants who, during the initial 30 day job search period, have not obtained employment of at least 20 hours per week (80 hours per month average).

Unsubsidized Employment of 20 hours per week meets the participation requirement. Federal regulations state that participants cannot be required (but may elect) to work more than 30 hours per week.

Educational/Training Programs (Literacy and Academic Skills Training) - Individuals may participate in educational activities to meet their 20-hours-per-week requirement (for a monthly average of 80 hours). There are no time limits on participation in Literacy and Academic Skills Training.

Educational/training programs expand the job search abilities or employability of those subject to the program. Allowable educational activities may include, but are not limited to, high school or equivalent education programs; remedial education programs to achieve a basic literacy level; instructional programs, such as English as a Second Language; basic computer skills training; and basic literacy skills.

There are no time limits on participation in Literacy and Academic Skills Training. It is left to the discretion of the MWA to determine how long individuals are to remain in Literacy and Academic Skill Training.

Only educational components that directly enhance the employability of participants are allowable. A direct link between the educational program and job readiness must be established for the component to be approved by the MWA. Intensive case management services designed to support the ABAWDs' efforts toward employability may be provided, as appropriate, throughout the participation in educational programs.

Educational/Training Programs (Employment Enhancement Skills Training) – Individuals may participate in educational activities to increase or develop motivation to begin and continue participation activities relating to employment. This may include activities such as improving self-image, motivational activities, which include prioritizing work and building or improving self-esteem; time and money management; improving interpersonal relationships; referrals to address health-related issues; information about and referral to service agencies in order to access housing, food, and clothing assistance; and information about how to access other community resources.

There are no time limits on participation in Employment Enhancement Skills Training. It is left to the discretion of the MWA to determine how long individuals are to remain in Employment Enhancement Skills Training.

Vocational Training - Participants may meet their 20-hour-per-week requirement by participating in a vocational training activity, (for a monthly average of 80 hours). Vocational training improves the employability of participants by providing training in a skill or trade, allowing the participant to move directly into employment. Intensive case management services designed to support the ABAWDs' efforts toward employability may be provided throughout participation in vocational training programs. Individuals may participate in vocational training activities for up to six months.

***Participation in all activities must be documented.***

## **FAE&T SUPPORTIVE SERVICES**

The provision of supportive services is necessary to remove barriers for FAE&T participants. The supportive services are limited to a maximum of \$50 per participant, per month for transportation, clothing, and tools that are determined to be necessary and directly related to participation in the FAE&T Program. Once a participant has obtained unsubsidized employment, he/she is no longer eligible to receive supportive services. Supportive service funds are separate from FAE&T program funds and may not be combined.

## FAE&T PROGRAM HISTORY

10/1/08 through 9/30/09

Activity	Gratiot	Isabella	Montcalm	Ionia
Job Search/ob Readiness Assistance	0	19	0	0
Work Experience	0	0	0	0
Vocational Occupational Training	0	10	0	0
Educational/Training Programs	0	3	0	0
Workfare	0	0	0	0

## FAE&T PROGRAM AND SUPPORT SERVICES HISTORY

	Food Assistance Employment & Training		
	FY08 actual	FY09 actual	FY10 planned
Total Expenditures	\$ 20,856	\$ 27,136	\$ 70,000
Total Support Services	\$ 156	\$ 475	\$ 2,082
Total Participants Served	20	21	30
<b>Total Food Assistance Funding Available</b>	<b>\$ 65,204</b>	<b>\$ 62,428</b>	<b>\$ 72,082</b>

## FOOD ASSISTANCE EMPLOYMENT & TRAINING EVALUATION

Food Assistance Employment & Training Evaluation Criteria	Number of Points
Completeness of Proposal	10
Experience Working with Proposed Population	10
Financial / Accounting Review	25
Organizational Capacity	10
Program Design <ul style="list-style-type: none"> <li>• Level of Program Introduction</li> <li>• Plan for Use of Activities Following Job Search/Job Readiness Instruction</li> <li>• Variety and Description of Referral to Other Agencies</li> <li>• Comprehensiveness of Program Design</li> <li>• Strategy for Case Closure</li> </ul>	30
Plan for Coordination with the DHS	15
<b>Total Points</b>	<b>100</b>

### **Explanation of Evaluation Criteria:**

Completeness of Proposal will be determined by the answering of all applicable questions, adherence to RFP instructions, enclosure of all required attachments, accuracy of budgets, and overall completeness of proposal.

Experience Working with Proposed Population will look at past experience serving the same or similar populations.

Financial/Accounting Review will be evaluated based on information provided in the Management Plan of the proposal narrative and any additional information that was requested including audit information, cost allocation plans (if appropriate), certification of accounting system, budget worksheets, etc. Past or current contractors will also be reviewed on the timeliness and accuracy of financial requests.

Organizational Capacity will be evaluated based on information provided in the proposal and any additional information that may be requested.

Program Design will be evaluated based on information provided in the Statement of Work. Proposer should consider designs that are unique, innovative and collaborate with partners and the community at-large. The design should include no less than the following:

- Level of Program Introduction
- Plan for Use of Activities Following Job Search/Job Readiness Instruction
- Variety and Description of Referral to Other Agencies
- Comprehensiveness of Program Design
- Strategy for Case Closure

Plan for Coordination with the DHS will be evaluated on past demonstrated experience with the DHS as well as future plans to work with this agency in obtaining eligible referrals.

**JOBS, EDUCATION AND TRAINING / FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS COVER SHEET**

October 1, 2010 -September 30, 2011 Proposal

PROPOSING AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPOSAL CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Check if applicable:

SMALL BUSINESS \_\_\_\_\_ MINORITY OWNED \_\_\_\_\_ FEMALE OWNED \_\_\_\_\_

GEOGRAPHIC AREA TO BE SERVED: \_\_\_\_\_

MINIMUM GEOGRAPGHIC AREA YOU WILL ACCEPT: \_\_\_\_\_

**PROPOSAL INFORMATION**

AMOUNT OF JOBS, EDUCATION AND TRAINING FUNDS REQUESTED FOR 10/1/10-9/30/11: \_\_\_\_\_

UNSUBSIDIZED EMPLOYMENT RATE \_\_\_\_\_ AVERAGE WAGE AT PLACEMENT: \_\_\_\_\_

AMOUNT OF FOOD ASSISTANCE FUNDS REQUESTED FOR 10/1/10-9/30/11 \_\_\_\_\_

AMOUNT OF FOOD ASSISTANCE SUPPORTIVE SERVICES FUNDS REQUESTED FOR 10/1/10-9/30/11: \_\_\_\_\_

UNSUBSIDIZED EMPLOYMENT RATE \_\_\_\_\_ AVERAGE WAGE AT PLACEMENT: \_\_\_\_\_

**ACCEPTANCE OF THE CONDITIONS OF THE REQUEST FOR PROPOSAL**

By signing this request for proposal application, I acknowledge that this agency hereby accepts all the terms and conditions set forth in this document and the RFP Part A document. I also certify that the information in this application is correct to the best of our knowledge and belief, and that the completion of this application has been fully authorized.

SIGNATURE OF AUTHORIZED OFFICIAL: \_\_\_\_\_

TYPED NAME AND TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Proposals should include a footer with the agency name and page number at the bottom of each page beginning with the cover page.

## EXECUTIVE SUMMARY

Provide a concise summary of your proposed program. This summary will be reviewed by the Workforce Investment Board (WIB) and the Administrative Board of Central Area Michigan Works! Consortium. This summary should explain what your program will do and why your request should be funded. **A separate Summary should be submitted for each program you are proposing to operate.** The summary should not exceed two pages.

# JOBS, EDUCATION AND TRAINING/FOOD ASSISTANCE EMPLOYMENT AND TRAINING PROGRAMS PROPOSAL

(Submit a separate narrative for each program)

All program bidders must provide requested information in the following sections. The narrative shall not exceed 15 pages and **must** be double-spaced in no less than 12 point. **Bidders must submit one (1) original and ten (10) copies of the completed proposal, plus a CD containing the proposal and the proposal budget.** Any differences between the original, the copies, and the CD are at the liability of the bidder.

The narrative **must** be developed using the following headings:

- I. Need for Project
- II. Statement of Work (lettering should follow the RFP)/Program Design
- III. Management Plan
- IV. Organizational Capability
- V. Strength of Collaborations

Failure to respond to any part within this narrative could adversely affect your opportunity for funding. If a response is not appropriate for the type of program you are proposing, type "N/A" or "Not Applicable" for your response. **USE AFFIRMATIVE LANGUAGE "WILL OR SHALL" SO THAT PROPOSALS MAY BE EASILY CONVERTED TO CONTRACT FORM.**

In addition to the required forms found in the general RFP guidelines Part A, the following **must** be included with the proposal:

- Performance Benchmarks (Attachment A of Part B)
- Expenditure Schedule (Excel File)
- Budget Detail
- Budget Summary

## **NEED FOR PROJECT**

Identify the needs being addressed by the proposed project, citing appropriate references. Demonstrate that the proposed project does not duplicate other programs operating within the community.

## STATEMENT OF WORK

- A. Identify the number of clients you anticipate serving in each service activity. Use a separate chart format for Jobs, Education and Training (JET) and Food Assistance Employment & Training (FAE & T) Programs.
- B. Discuss your job search/job readiness activity. Specifically you should include a schedule (days, time periods) you are proposing to operate structured job search/job readiness activities. You should provide a description of the special skills that will be taught and what job search tools or devices will be used to help the participant obtain employment. Indicate what efforts will be made to contact potential employers on behalf of the participant.
- C. Explain when and how program applicants will be informed of the purpose, structure, services, and requirements of the program.
- D. Discuss how and when the client's Individual Service Strategy (ISS) will be completed. Describe how barriers to employment will be determined and the process for reviewing and updating the ISS.
- E. Describe in detail how clients will gain an understanding of the importance of employability skills in securing and maintaining employment. Provide a description of how the MI NCRC and Employability Skills Training will be developed and delivered.
- F. Describe your process for case management. How will follow-up through case closure be conducted? How often will files be reviewed? How often will you meet with clients to discuss barriers? How long after meeting with clients will discussions be documented in the case notes?
- G. Describe in detail your agency's procedure/strategy for case closure. (Your strategy for case closure will be included in the evaluation process. As case closure is the ultimate goal of the program, a high degree of emphasis should be used on developing a strategy to achieve this goal).
- H. Describe your linkage with other partner programs.
- I. Describe the supportive services that will be provided to clients. How will the need for supportive services be determined? How will you ensure there is adequate funding for supportive services throughout the year? How will the services and dollars received be documented? Specifically address the need for transportation supportive services.

- J. Provide a program flowchart and a supporting narrative that describes your program from enrollment to termination. The flowchart should paint a picture of what your program will look like with the details provided in the narrative.
- K. Describe in detail your plan to offer appropriate comprehensive basic skills education program to address basic skills deficiencies, and how participants engaged in basic skills education will meet their required minimum number of hours in Core Activities.
- L. A primary focus is to ensure that all clients meet or exceed their federal work participation requirement. What strategy/process will be used to ensure this goal is met? What mechanism will be used to manage knowing the requirements for each client? Explain in detail how you will assure that all participants are engaged in Core Activities in meeting their required minimum participation hours.
- M. Describe your plan for recruiting and involving participants in Vocational Educational Training.

## **MANAGEMENT PLAN**

- A. Describe your system for ensuring contract compliance; fiscal and programmatic reporting; and for reporting participant data on the MIS system.
- B. Indicate, through an organizational chart and supporting narrative, the lines of authority and responsibility related to the proposed program and its components. Include both full and part-time program and Administrative staff, supervisors, and managers. Explain how the proposed staff has the expertise necessary to implement, execute, and successfully complete the proposed project.
- C. Concisely describe the methods and frequency with which components and activities will be monitored by your staff for contractual and quality compliance. **All proposals MUST include a provision and system for conducting internal monitoring.** Describe the procedures for corrective action.

## **ORGANIZATIONAL CAPACITY**

In narrative form, summarize the relevant qualifications of the proposing organization, including experience and expertise in managing similar programs and in contract management.

## **ADEQUACY OF RESOURCES**

Describe the overall resources that support the proposed project. At a minimum, the following should be included:

- A. The percentage of match dollars (if any) you are contributing to the proposed project.

- B. A description of the facility (ies) (other than the One-Stop) where the program will be housed; include size, location, accessibility, and any special features relevant to the program.
- C. Descriptions and quantities of specialized equipment (i.e. computers, VCRs, etc.). CAMWC funds may not be used to purchase equipment without prior approval. Any equipment proposed to be purchased must be itemized separately (including pricing information) and indicated as proposed purchases. Any purchases **MUST** follow procurement guidelines as established by the Michigan Department of Energy, Labor and Economic Growth.

## **STRENGTH OF COLLABORATIONS**

Describe past and present successes and/or failures with existing partners and collaborations with other agencies including but not limited to DHS and Adult Education. Indicate how these collaborations or partnerships will help the participant successfully complete the proposed program. Include any matching or in-kind services provided.

**PERFORMANCE BENCHMARKS**

Work First / Jobs Education and Training	Benchmark	Proposed Percentage*
Unsubsidized Employment Rate	43.5%	
Average Wage at Placement	\$8.00	
180 Day Retention on all placements	75%	
Case Closure due to income	25%	

Food Assistance Employment & Training	Proposed Percentage
Unsubsidized Employment Rate	
Average Wage at Placement	

\*If the bidder proposes benchmarks greater than the CAMWC threshold and is awarded a contract, said bidder will be held to the higher performance benchmarks in evaluating program success.

## **BUDGET/FISCAL INFORMATION**

This section includes information about the expenditure schedule, detailed line item Budget and Budget Summary for Jobs, Education and Training and Food Assistance Employment & Training.

**BUDGET DETAIL, BUDGET SUMMARY AND EXPENDITURE SCHEDULE ARE EXCEL DOCUMENTS POSTED AS PART C ON THIS WEBSITE ([www.camwc.org](http://www.camwc.org)).**

### **JOBS, EDUCATION AND TRAINING EXPENDITURE SCHEDULE**

If the Contractor's monthly financial statement is less than 95% of planned expenditures for any of the funding sources for Jobs, Education Training, the Contractor shall de-obligate the unspent portion or provide a written explanation with the financial statement specifying the action the Contractor shall implement in expending the excess under expended funds.

**CAMWC reserves the right to de-obligate unspent funding.**

### **FOOD ASSISTANCE EMPLOYMENT & TRAINING EXPENDITURE SCHEDULE**

If the Contractor's monthly financial statement is less than 75% of planned expenditures for Food Assistance Employment & Training, the Contractor shall de-obligate the unspent portion or provide a written explanation with the financial statement specifying the action the Contractor shall implement in expending the excess under expended funds. **CAMWC reserves the right to de-obligate unspent funding.**

## **BUDGET WORKSHEET**

**BUDGET DETAIL, BUDGET SUMMARY AND EXPENDITURE SCHEDULE ARE EXCEL DOCUMENTS POSTED AS PART C ON THIS WEBSITE ([www.camwc.org](http://www.camwc.org)).**

1. Develop a detailed line item budget. For each line item, include the computations used to arrive at the total costs. Break down all wages, listing by the number of positions, hourly wage, hours per week and number of weeks. All fringe benefits must include the type of benefit and the percentage of total wages. Items such as telephone and office supplies may be described in terms of costs per month. Mileage should be broken down to number of miles per week, cents per mile and number of weeks. All costs itemized in the budget must include the number of units, cost per unit, etc.
2. All agencies must provide the following information for each position/person involved in the proposed program:
  - Job title
  - Summary of Job Description (no more than one page)
  - Indicate whether the position is new or existing (if existing, the name of the person in the position)
  - The percentage of time devoted to each funding source, cost category, and activity
3. Provide evidence of matching funds (in-kind or direct match), if applicable. Identify funding source(s).