

WIOA Youth Providers Bidder's Conference:

Presented by the MassHire Greater Lowell Workforce Board

March 31, 2022, 10:00AM



**GREATER LOWELL
WORKFORCE BOARD**

**March 31, 2022
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Agenda

- **Overview of the MassHire Greater Lowell Workforce Board**
- **Background of WIOA and Purpose of the RFP**
- **Estimated Funds Available**
- **Eligible Applicants**
- **Role of MHGLWB**
- **Youth Participant Eligibility**
- **The 14 Program Elements**
- **WIOA Performance Measures**
- **Individual Service Strategy and Assessments**
- **Career Pathways**
- **Budget**
- **Submission Timeframe and Review Process**
- **Resources**



Background: Workforce Innovation and Opportunity Act

- The WIOA Youth Program is federally funded by the Department of Labor (DOL). Funds are processed through the Massachusetts Department of Career Services (DCS) who allocates WIOA Title I Youth funds to the 16 state workforce areas.
- Each workforce area procures services designed to help in-school and out-of-school youth.
- WIOA provides funding for local areas to offer year-round programs for in-school and out-of-school youth that provide a pathway to a HiSET/GED, high school diploma, higher education, industry-recognized training, and a career pathway.

Purpose of RFP

- To select **in-school and out-of-school youth program providers to provide year-round programming to youth in the Greater Lowell Area** including activities that assist in the attainment of a HS Diploma/equivalent (HiSET/GED) and/or an industry recognized credential.
- Other high priority services to be offered include: outreach & recruitment, case management, paid and unpaid work experiences, work readiness, career pathways activities, job placement, assistance with entry into post secondary education and post participation follow-up.

Purpose of RFP (cont.)

- Proposals will be accepted for two options:
 - to provide services for WIOA eligible **in-school youth** 16-21 years of age, enrolled in secondary education full-time
 - to provide services for WIOA eligible **out-of-school youth** 16-24 years of age, not in enrolled in school **or** left school without a high school diploma/equivalency
 - **Youth must be from the Greater Lowell Area: Billerica, Chelmsford, Dracut, Dunstable, Lowell, Tewksbury, Tyngsboro, Westford**
- A bidder must submit a separate proposal for either option but may bid on both.
- Proposals will only compete with other proposals from the same category



Estimated Funds Available

- **Funding period: July 1, 2022 – June 30, 2023** (programs must deliver program services throughout the summer months for both ISY and OSY)
- **75% of region's funds** must be allocated to provide services to **out-of-school youth**
- Funding is based on FY22 allocations:
 - In-school youth programs: **\$60,000**
 - Out-of-school youth programs: **\$275,000**



Eligible Applicants/Respondents to RFP

- public or private agencies
- public school systems
- units of government
- non-profit agencies
- faith based and community-based organizations
- labor groups
- private businesses and employers
- proprietary schools
- community and state colleges
- post secondary accredited schools and other qualified educational and training institutions who have demonstrated successful performance in serving youth



Role of the MassHire Greater Lowell Workforce Board

- Provide framework services including intake, eligibility, assessments, and referrals to youth programs
- Perform all required data entry into the state database (MOSES)
- Perform TABE testing for out-of-school youth(reading/math)
- Execute contracts with youth service providers & conduct Monitoring
- Provide technical assistance including convening “Youth Provider Meetings”
- Ensure providers are meeting performance metrics
- Coordinate with the Fiscal Agent- City of Lowell– for monthly invoicing, paid work experiences
- Monthly reporting regarding enrollments/outcomes



OUT-OF-SCHOOL YOUTH ELIGIBILITY

- Citizenship/ Work Eligible
- Selective Service Compliant
- Not Attending School
- 16 - 24 years old at the time of enrollment **AND**,
- One or more of the following:
 1. School dropout
 2. Within the age of compulsory school attendance(6-16), but has not attended school for at least the most recent complete school year calendar quarter
 3. An offender/ subject to the juvenile or adult justice system
 4. Homeless individual, a homeless child or youth, or a runaway
 5. In foster care or has aged out of the foster care system
 6. Pregnant or parenting

OUT-OF-SCHOOL YOUTH ELIGIBILITY (CONT.)

7. An individual with a disability
8. HS Grad/HiSET Recipient who is low-income and **basic skills deficient or English language learner** :
 - a. At or below 8.9 grade level in reading/writing or computing skills on a generally accepted standardized test; or
 - b. Unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the family or in society
9. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. Local definitions of this barrier include:
 - a. Little or no successful work experience or long unsuccessful work search
 - b. Having quit a post-secondary program before receiving a credential or left basic training before completion



In-School Youth Eligibility

- US Citizenship/Work Eligible
- Selective Service Compliance
- Attending School AND 14 – 21 years old
- **Low Income AND**
- One or more of the following:
 1. Basic skills deficient
 2. English language learner
 3. An offender
 4. Homeless individual, a homeless child or youth, or a runaway
 5. In foster care or has aged out of the foster care system

In-School Youth Eligibility (cont.)

6. Pregnant or parenting

7. Individual with a Disability

8. Requires additional assistance to enter or complete an educational program or to secure or hold employment*

Local definitions of this barrier include:

a. Having failed MCAS

b. Having failed at least one course during any quarter of the preceding/current school year

****not more than 5% of new enrollments allowed using this item***



Eligibility Source Documentation

- Documentation is necessary to support WIOA Youth eligibility
- MHGLWB staff will verify and confirm that youth are eligible to participate in WIOA youth services through an examination of documents collected by the Youth Vendor.
- Documentation is retained in a hard copy file and must be available to program, fiscal monitors, and auditors for monitoring purposes.
- *Acceptable forms of source documentation can be found in MassWorkforce Issuance 100 DCS 19.101.3 : WIOA Title I Youth Eligibility Policy and on **Attachment B of the RFP***

What is Low Income for WIOA?

A WIOA youth participant will be considered Low Income if their family income is at or below 70% of the Lower Living Standard (LLS):

FAMILY SIZE	INCOME GUIDELINE
1	\$12,880
2	\$20,738
3	\$28,475
4	\$35,144
5	\$41,476
6	\$48,501
Over 6 increment	\$7,025

Low Income Status

Participants are automatically considered low income if they have any of the following barriers:

- Homeless/Runaway (as defined in McKinney Act)
- Foster Care
- They are receiving public assistance (TAFDC, EAEDC, SNAP, SSI)
- They are ***in-school*** and on a free or reduced lunch program *

* Free and Reduced-Price Lunch – Richard B. Russell National School Lunch Act

- **ISY that attend a designated low-income school do not automatically qualify as low-income (community eligibility provision)**

OR

Live in a High Poverty Area

- **ISY and OSY - Poverty Threshold Census Tract Database**
- Poverty rate of 25%– *where at least 25 percent of the residents are economically disadvantaged.*



WIOA 14 Program Elements

- The Workforce Innovation and Opportunity Act lists **14 program elements** that must be made available to eligible youth in order to support the attainment of a secondary school diploma/ recognized equivalent or an industry recognized credential; entry into postsecondary education, occupational skills training, employment or the military.
- The MHGLWB requires that WIOA Title I Vendor's **provide *all* of the mandatory (M) elements (6) highlighted, and *at least four (4)* additional elements in your program design. Elements not offered by the program must be available locally for participants in need of those services**



List of Mandatory Program Elements

1. Tutoring, Study Skills Training and Instruction
2. Work Experience
3. Follow-Up services for 12 months After Exit
4. Financial Literacy
5. Labor Market Services
6. Transition to Post Secondary Education/Training

**** plus 4 additional elements of program's choosing for a total of 10 on-site (Referrals to other elements required as needed)***

WIOA Program Elements

Program Element	Description
Tutoring, Study Skills Training, Instruction - MANDATORY	Development of educational achievement skills that leads to the completion of the requirements for a secondary or post secondary school diploma/credential.
Alternative Secondary School	Alternative secondary school services, or drop out recovery services.
Work Experience - MANDATORY	Paid and Unpaid Work experiences which include summer employment, year-round employment, pre-apprenticeship, internships/Job-Shadows, On-the-job training opportunities, employer panels, company tours
Occupational Skills	An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields.

WIOA Program Elements

Program Element	Description
Education concurrently w/Workforce Prep	Integrated education and training that occur concurrently and contextually with workforce preparation.
Leadership Development	Opportunities that encourage responsibility, confidence, employability, self-determination and other positive social behaviors.
Supportive Services	Services that enable youth to participate in program activities such as assistance with book, fees, school supplies, transportation, and legal aid services.
Adult Mentoring	Formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement.
Follow-up Services (12 months) MANDATORY	Follow-up services are provided for 12 months after exit that include services to participants that help with retention in employment/education/training.

WIOA Program Elements

Program Element	Description
Comprehensive Guidance & Counseling	Individualized counseling which includes drug and alcohol abuse, and mental health counseling, and referral to partner programs.
Financial Literacy Education – MANDATORY	Offer instruction to all participants to learn about banking, create budgets, learn how to manage spending, credit, and debt.
Entrepreneurial Skills Training	Entrepreneurial skills training provides the basics of starting and operating a small business.
Labor Market Services – MANDATORY	Participants receive access to career counseling, career exploration, career awareness, and the use of labor market tools to learn about in-demand industry sectors or occupations
Transition to Post Secondary Education – MANDATORY	Activities that help youth prepare for and transition to postsecondary education and training



Work Experience Activities

- All students must participant in paid or unpaid work experience activities and can include the following:
 - Paid and unpaid internships/work experiences
 - Summer/Year round employment
 - On-the-Job Training
 - Pre-apprenticeship programs
 - Job shadowing
 - Company Tours
 - Career Panels/Guest Speakers

Work Experience Provisions

At least 20% of each youth provider's contract must be allocated towards work experiences.

Allowable Work Experience Expenditures Include:

- **Youth Wages:** Up to 100 Hrs. per participant - paid hourly at state minimum wage, for employer based work experience/OJT/apprenticeship/internship/job shadow
- **Staff Time:**
 - Staff Time developing job shadows, internships and paid/unpaid work experiences
 - Staff Time developing On-the-Job Training(OJT) and pre-apprenticeship experiences
 - Staff Time working with employers to ensure successful on-site experiences
 - Staff Time conducting participant work experience orientation sessions
 - Staff Time spent evaluating work experience/OJT/internship/job shadow
 - Staff time spent arranging and attending company tours/career panels/guest speakers
 - Staff instruction for required academic components directly related to the work experience (specific to the placement and skills needed)
 - Staff instruction of job readiness skills such as interview/resume preparation for a specific work experience and activities required to obtain permanent employment



WIOA Performance Indicators

- Programs are measured on enrollments and outcomes for program exiters
- Outcome percentages are calculated by dividing total number of exited participants obtaining an outcome by the total number of exited participants for a specific measure

WIOA Youth Performance Measures

Measures	Goals
Employment, Education, or Training in the 2 nd Quarter After Exit	81%
Employment, Education, or Training in the 4th Quarter After Exit	74%
Median Wages 2nd Quarter After Exit	\$3,600
Credential Attainment within 1 year After Exit	71%
Measurable Skill Gain (during enrollment)	50%
Employer Retention Measure	TBD



Individual Services Strategy (ISS)

An Individual Service Strategy (ISS) plan must be developed for each youth participant and must:

- Include career planning and the results of objective assessments
- Include education and employment goals
- Include achievement objectives and services
- Directly link to one or more performance indicators
- Identify an appropriate career pathway
- Be completed with the participant



Assessments

Assessments are important in determining the appropriate services for youth.

The ISS is based on an objective assessments that includes a review of participant:

- academic skill levels
- skill levels
- service needs
- strengths and assets

Testing tools for measuring educational functioning levels (EFLs) must be on the National Reporting Systems (NRS) federally approved list of assessments. (CASAS, TABE*, MAPT, etc.)

* All out-of-school youth must complete a TABE test version 11/12



WIOA Career Pathway

CAREER PATHWAY—The term “career pathway” means a combination of rigorous and high-quality education, training, and other services that:

- Aligns with the skill needs of industries;
- Prepares individuals to be successful in education options;
- Includes counseling to support education and career goals;
- Includes contextualized learning within an occupational cluster;
- Organizes education, training, and other services that accelerates education and career advancement;
- Enables the attainment of a secondary and at least one postsecondary credential;
- Supports entrance or advancement within a specific occupation or occupation cluster.



Career Pathways in Priority Industries

Local priority industries as indicated in our strategic plan:

- Advanced manufacturing
- Professional and Technical Services (IT)
- Healthcare and Social services
- Construction/Trades
- Education



Budget

- All Budget attachments MUST be completed – Attachments S, T, U
- Review Attachment R - Instructions
- Work Experience – must be at least 20% of overall budget
 - *For Example: Requesting Total of \$50,000 minimum \$10,000 is required for work experience*
- Fill out Attachment S:
 - Tab 1: Program Budget
 - Tab 2: Work Experience Budget
 - Tab 3 : Summary Page (do not complete: self calculates tabs 1+2)
- Complete Attachment T – Program Budget Narrative
- Complete Attachment U – Work Experience Budget Narrative



Price and Program Proposals

Bidders must submit two proposals

- Program Proposal
- Price Proposal
- Please see full RFP for submission requirements



Submission Timeframe

March 21, 2022	RFPs released
March 31, 2022	Bidder's Conference
April 14, 2022	Deadline for submission of written questions. All Q&A posted on the workforce board's website.
April 21, 2022	Proposals due by 4:30 PM
July 1, 2022	Anticipated Contract Start Date

Review Process

- Proposals received by the submission deadline will be reviewed by a team of independent reviewers
- Scoring Criteria - Total 100 Points

Program Design	40 points
Outreach and Recruitment	25 points
Past Performance/Ability to Achieve Outcomes	25 points
Administration	5 points
Program Operations	5 points

Highly Advantageous	90-100
Advantageous	75-89
Not Advantageous	50-74
Unacceptable	<50

RESOURCES

[Governance & Downloads – MassHire Greater Lowell Workforce Development Board](#)

[WIOA Youth Education and Training Programs – MassHire Greater Lowell Workforce Development Board](#)

<https://www.mass.gov/service-details/massworkforce-wioa-youth-policy-issuances>

[Workforce Innovation and Opportunity Act | U.S. Department of Labor \(dol.gov\)](#)



Questions

