

GOODWILL INDUSTRIES OF SOUTHEAST LOUISIANA



D/B/A



REQUEST FOR PROPOSALS

**OPERATION YOUTH WORK 2009
SUMMER PROGRAMS
FEDERAL ECONOMIC STIMULUS FUNDS
MAYOR'S SUMMER YOUTH EMPLOYMENT FUNDS**

IMPORTANT DATES:

Proposal Release Date	Thursday, April 17, 2009 after 12 noon
Proposal Due Date	Friday, May 15, 2009 at 4:30 pm NO EXCEPTIONS
Review and Selection Period	Monday, May 18 – Wednesday, 20, 2009
Contract Period	Monday, June 15, 2009 – Monday, August 31, 2009
Submit Proposals:	By 4:30 pm Friday, May 15, 2009

JOB1 Business and Career Solutions
2330 Canal Street
New Orleans, LA 70119

I. BACKGROUND AND OVERVIEW

On February 17, 2009, President Obama signed into law the American Recovery and Reinvestment Act of 2009, ARRA (H.R.1), commonly referred to as the "stimulus package." The Bill provides dedicated funding for Training and Employment Services, explicitly including grants to states for youth activities, including summer jobs. States and localities are encouraged to use as much of these funds as possible to operate expanded summer youth employment opportunities during the summer of 2009 and provide as many youth as possible with career exploration and summer employment opportunities. It is essential that these summer employment opportunities and work experiences are of high quality. Acting on behalf of the New Orleans Workforce Investment Board, therefore, Goodwill Industries of Southeastern Louisiana d/b/a JOB1 (hereafter referred to as JOB1) is soliciting proposals from public, private and private non-profit agencies to operate specific components of OPERATION YOUTH WORK 2009, the summer youth employment program for the City of New Orleans. In addition to funds from the American Recovery and Reinvestment Act of 2009, \$970,000 of funds is being made available to administer the program from general funds of the City of New Orleans. The period "summer" is defined as May 1 through September 30, 2009.

DISCLAIMER: THIS RFP IS ISSUED PENDING OFFICIAL NOTIFICATION FROM THE LOUISIANA WORKFORCE COMMISSION OF THE AMOUNT AND CONDITIONS FOR THE AWARD OF STIMULUS FUNDS FOR YOUTH SUMMER EMPLOYMENT TO JOB1. THIS RFP IS ISSUED SUBJECT TO THE AVAILABILITY OF SAID FUNDING AND IS SUBJECT TO CHANGE BASED UPON SPECIFIC GUIDANCE PROVIDED BY THE STATE OF LOUISIANA.

II. PROJECT DESIGN CONSIDERATIONS

Based upon the guidance from the United States Department of Labor (Training and Employment Guidance Letter No. 14-08, March 18, 2009) proposals are being solicited that will address independently and/or in combination the following Workforce Investment program elements: work readiness, career exploration, work experience or internships, tutoring, service learning and mentoring.

Summer employment activities should be designed to encourage youth to take responsibility for their learning, to understand and manage their career options, and to develop social skills and a maturity level that will help them interact positively with others.

An objective assessment of each youth participant will be the responsibility of JOB1 as well as the development of the Individual Service Strategy, which is the basis for referral of each participant for services to a selected program provider. Youth performance will be measured by an increase in work readiness skills. JOB1 will administer the work readiness instrument as a pre-test prior to referral to a program. The post test of the work readiness instrument will be the responsibility of the contracting program the youth is assigned to. JOB1 will provide the work readiness test instrument.

There are four basic models for implementing Operation Youth Work 2009 Program. This RFP is soliciting programs to address the first three models: 1) Work and Learn; 2) Service Learning/Community Service; and 3) Internships. Descriptions and requirements of each of these models are provided further in the application packet. The fourth model, summer employment/work experience opportunity is being handled by JOB1.

Priorities

Due to the quick timeline regarding the summer program, JOB1 is interested in quick-start projects that have an existing infrastructure that ties to the mission of JOB1. In particular, priority will be given to proposals that

- ✓ Focus on career exploration, pathways and internships in high growth and high demand industry clusters (e.g. health care, green jobs, etc.)
- ✓ Utilize summer to address critical academic deficiencies (literacy and math)
- ✓ Target youth at risk of dropping out
- ✓ Target out of school youth
- ✓ Include work readiness as an essential element in youth development

The three program models being solicited are:

MODEL	Age Group	DESCRIPTION	# To be served in this model
Work & Learn	14-17	Work and learn projects offer a mixture of academic (literacy & Math) skill building, career exploration, and work readiness training. For these youth a combination of work-based and classroom based learning activities may be warranted to provide basic skills instruction, career and college exploration and life skills	100
Service Learning/Community Service	15 -18	Service learning programs involve youth in team-based projects that identify community needs and provide visible, active service to address them. Career exploration and work readiness are encouraged in this model. Academic enrichment may also be a component.	200
Internships	18-24	Internship programs offer youth career exposure and connections to public and private sector employers via internships. Internships offer a strong focus on building workplace skills, career exploration and post secondary readiness. Placements should be of high quality, related to youth career interest and high demand, high growth industries in Louisiana such those described in section III C below. A minimum of two hours a week should be set aside for career exploration.	75

Organizations applying to administer more than one program must submit a separate application for each program.

Work Readiness Skills are defined as follows: world-of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, job search techniques; survival/daily living skills such as using the telephone, telling time, shopping, renting an apartment, opening a bank account and using public transportation. Work readiness also includes positive work habits, attitudes and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. Work readiness skills also include developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

Work experience and internships are the core components of the summer youth employment program. The work assigned to youth should ensure that they experience the rigors, demands, rewards and sanctions associated with holding a job. Efforts should be made to match worksites with participants' interests and goals.

A. Worksites and Learning Sites

Worksites may be public sector, private sector and non-profit. The important factor is that employers are committed to helping youth receive the experience and training that are required to improve the work readiness of summer youth participants. Development of worksites and learning sites will be judged based on the richness of the experience that they provide to youth. High quality sites are those that:

- Provide a properly supervised and safe experience that adheres to child labor laws, including adult to child ratios;
- Provide an experience guided by a mentor or caring adult;
- Promote academic enrichment, acquisition of post-secondary and career readiness skills and prepare youth to be productive citizens; and
- Expose and prepare youth for careers in identified priority/growth industries (see list in Section III. C below)

Contractors are responsible for recruiting sites for placement of participants. The names and locations of suggested sites should be provided as part of this application. If the contractor is selected, all worksites will have to be approved by JOB1 prior to the start of the program to ensure compliance with all relevant child labor laws and worksite safety standards. In partnership with JOB1, successful applicants will train employers and worksite supervisors to ensure that they can effectively mentor youth. Contracted agencies will also be responsible for providing monitoring and supervision necessary to ensure that youth and employers/mentors are supported throughout the program. This monitoring will include periodic visits, formalized communication and other types of trouble-shooting and assistance.

B. Incorporating “green” work experience

The stimulus funding places a significant priority on exposing youth to the competencies needed for the emerging green jobs industry. For more information on green jobs, please see

<http://bss.sgsu.edu/raqelrp/documents/v13FullReport.pdf>.

Opportunities are exploding for skilled work in the fields of solar, geothermal, wind power design and the use of environmentally friendly building materials. Summer work experiences may begin to equip youth to compete in the “green” economy. Worksites that emphasize conservation and sustainability efforts in such areas as retrofitting of public buildings, solar panel installation, reclaiming of public park areas or recycling computers are particularly desirable.

III. PROGRAM ELEMENTS

A. Outreach and Recruitment

Outreach and recruitment of youth are the responsibility of JOB1. However in their effort to outreach to as many youth as possible, JOB1 is promoting organizations and the public to encourage young people to apply at either of the JOB1 offices: 2330 Canal Street or 3520 General DeGaulle. For information on applying, please call 658-4547.

B. Eligibility of Youth Participants

This program will be open to all youth who reside in New Orleans and are between the ages of 14 and 24. To be eligible for Operation Youth Work 2009 with the ARRA funds, participants must meet eligibility requirements under the Workforce Investment Act (WIA). There is an income limitation and other barriers under WIA. However, those that do not meet WIA eligibility will be eligible through the City's general funds. All eligibility is determined by JOB1. Contractors will have no role in eligibility determination. The potential pool of applicants is greater than the funds available, therefore, there will be a lottery of eligible participants to determine the final selection of participants.

C. Priority Industry Sectors for Internships

- The following industry sectors have been identified by the Louisiana Workforce Commission and JOB1 as priorities in terms of economic growth and career ladder/labor market opportunities for youth in Southeastern Louisiana, including New Orleans.
- Health care
- Construction
- Transportation/Logistics
- Green Technology
- Energy/Petrochemicals/Plastics
- Trade logistics and distribution
- Creative Media including film and music production
- Office Technology

D. Payments to youth

Goodwill Industries of Southeastern Louisiana will administer all payments to youth. All contractors will be required to record hours worked for each participant on a Goodwill-issued time sheet and submit bi-weekly payroll to Goodwill. Contractors will receive training on Goodwill's payroll system at the time of award. Youth will be paid as follows: 14-17 year olds in Work and Learning Program, stipend of \$100 (one hundred dollars) per week, which is issued upon completion of program; 15-18 year olds in Service Learning Programs \$8 (eight dollars) per hour for no more than 20 (twenty) hours per week; 18-24 year olds in internships \$10-12 (ten to twelve dollars) per hour based on skill level and job description for no more than 25 (twenty-five) hours per week.

E. Applicant Eligibility and Term of Contract

Period of Performance This Request for Proposals covers the period from June 1, 2009 through September 30, 2009. The term of the contract is subject to change based on final guidance from the Louisiana Workforce Commission. JOB1 reserves the right to extend contracts and/or cancel/re-bid this RFP.

Who is eligible to apply? JOB1 is seeking non-profit and for profit applicants to provide services for the Work and Learning, Service Learning and Internship components of Operation Youth Work 2009. JOB1 is seeking organizations with demonstrated experience, expertise and capacity to implement programs for youth in the summer of 2009.

Submitting more than one application: Organizations applying to administer more than one program MUST SUBMIT A SEPERATE APPLICATION FOR EACH PROGRAM.

Payment to Contractors

Payment will be made at two benchmarks. Contractors will be paid one half of the participant slot after one week of youth participation. Youth must be in attendance at least 80% of the week to receive this benchmark payment. The second benchmark is at program completion, at which time the remainder of the slot cost will be paid. In order to get the full slot cost, youth must be in attendance at least 80% of the time.

IV. PROGRAM DESCRIPTION

Work and Learning Programs

Program Structure:	Work and Learning programs offer a mixture of academic skill building, college exposure, career exploration, and work readiness training, which focuses on building 21 st Century employment skills. For these youth, a combination of work-based and classroom-based learning activities may be warranted to provide basic skills instruction, career and college exploration and life skills training. In addition, youth should be provided with career exploration as part of their six-week experience.
Duration and Term:	Services should be provided for 120 hours over a maximum of six weeks beginning no sooner than June 1, 2009 and finishing by August 31, 2009. Participants should be in the program an average of 20 hours per week.
Youth Served:	Total number of youth served under this category is 100 and JOB1 will fund at least 2 contracts of 50 youth each.
Geographic Scope	Programs must benefit youth residing in Orleans Parish
Youth Orientation	Agencies must provide appropriate orientation to youth outlining the expectation of the program.
Academic Requirement:	Providers will work with each participant to develop a summer Learning Plan focusing on literacy and math.
On-Site Supervision:	The youth-to-supervisor ratio will be no greater than 25:1. Supervisors will be offered training in youth development principles and effective strategies for working with teenagers.
Payments to Youth:	All earnings will be issued by Goodwill Industries directly to the participants. Youth will receive a stipend of \$100 per week. The participant must be in attendance each day to receive the full \$100 stipend.
Cost Per Slot:	Work and Learning programs have a maximum cost-per participant for program operations of \$300 per youth. This will be paid directly to the contracted organization and does not include the payments to youth.

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

Service Learning Programs

Program Structure:	<p>Youth will participate in teams to develop projects that provide active service to communities or individuals and reflect and reinforce academic standards and crosscutting competencies. In addition, youth should be provided with career exploration as part of their six-week experience with an emphasis on building 21st Century employment skills. Service learning projects must utilize methods of instruction that emphasize both the service and the learning goals in an integrated, comprehensive way. Projects must address a legitimate community need.</p> <p>If outdoor activities are being proposed, applicants must identify alternative activities in case of inclement weather.</p>
Duration and Term:	<p>Services should be provided for 120 hours (20 hrs per week) over a maximum of six weeks beginning no sooner than June 1, 2009 and finishing by August 31, 2009. Applicants requesting start dates different from those listed above must identify their requested dates and provide a justification in the Narrative Section. Participants may work no more than 25 hours per week.</p>
Youth Served:	<p>Total number of youth to be served under this category is 200 and JOB1 will fund at least 3 contracts of 66 youth each.</p>
Geographic Scope	<p>Programs must benefit youth residing in Orleans Parish</p>
Youth Orientation	<p>Agencies must provide appropriate orientation to youth outlining the expectations of the program.</p>
Academic Option:	<p>Academic enrichment may be offered.</p>
On-Site Supervision:	<p>Youth will work in teams (i.e. "crews") of 10 -12 persons, supervised by crew leaders of at least 21 years of age. The youth-to-supervisor ratio cannot exceed 12:1. Crew leaders will be offered training in youth development principles and effective strategies for working with youth.</p>
Payments to Youth:	<p>Participating youth will be paid \$8.00 per hour. Youth cannot be paid for more than 120 hours during the six-week period.</p>
Cost Per Slot:	<p>The maximum cost per-participant for Service Learning Programs is \$350 per youth. This does not include the payments to youth and will be paid directly to the contracted organization.</p>

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

Internship Programs

Program Structure:	Internship programs offer youth career exposure and connections to public and private sector employers. Internship programs offer a strong focus on building 21 st Century employment skills, academic achievement, career exploration, and post secondary readiness. All placements should be of high quality and related to youth career interests. The proposed program must provide a weekly workshop that build career awareness, provides exposure to post- secondary education and 21 st Century workplace skills.
Duration and Term:	Services should be provided for 120 hours (25 hrs per week) over a maximum of six weeks beginning no sooner than June 1, 2009 and finishing by August 31, 2009. Applicants requesting start dates different from those listed above must identify their requested dates and provide a justification in the Narrative Section.
Youth Served:	Total number of youth to be served under this category is 75 and JOB1 will fund at least 3 contracts of 25 youth each
Geographic Scope	Programs must benefit youth residing in Orleans Parish
Youth Orientation	Agencies must provide appropriate orientation to youth outlining the expectations of the program.
On-Site Supervision:	Youth must be supervised by a trained employer/ mentor who works on-site. Supervisors will be offered training in youth development principles, effective strategies for working with youth, and other topics to help ensure a positive work experience. When more than one youth is placed at a single worksite, the youth-to-supervisor staff ratio may not exceed 3:1.
Payments to Youth:	Participating youth will be paid \$10 - 12 per hour. Youth cannot be paid for more than 120 hours during the six-week period.
Cost Per Slot:	The maximum cost per-participant is \$350 per youth. This does not include the payments to youth and will be paid directly to the contracted organization.

(Note: Additional, specific costs to accommodate youth with special needs or unique program elements may be considered separately from the funding cap on a case-by-case basis. A strong rationale for the additional payment must be provided in the budget narrative and match the program description presented in the narrative.)

No incomplete, faxed, e-mailed or late applications will be considered. Proposals that do not follow the required format will not be reviewed.

Equal Opportunity: JOB1, in soliciting proposals and carrying out youth programming, shall not discriminate against any person or organization submitting a proposal pursuant to this RFP because of race, color, creed, religion, gender, sexual orientation, age, disability, ethnic group, national origin or other basis prohibited by law.

Questions about RFP: Questions regarding development and submission of this RFP must be submitted in writing to JOB 1 by emailing Dorothy Newell, Local Area Coordinator, at dnewell@job1nolcom. Questions and answers from the RFP process will be updated and posted at www.job1no.lcom.

Vendor Qualifications and Responsibilities: Applicants receiving notification of awards will be required to demonstrate fiscal and administrative capacity by responding to the vendor qualifications and responsibilities listed below. All awards are contingent upon fiscal and administrative qualification and successful contract execution. All applicants given selection notification will be asked to provide the following documentation of qualifications. Failure to provide the following documentation could result in disqualification of the proposed award.

- Legal entity (must submit documentation proving status as a legal entity)
- Written grievance procedure for participants
- Summer budget (full)
- Proven fiscal capacity for fund accounting (copy of audit submitted must be within last year and satisfactorily address all findings)
- Has or is able to obtain appropriate insurance for contract
- Internet connectivity appropriate for contract requirements
- Proof of child abuse clearance and criminal background checks for staff working with youth.
- A completed Accessibility Checklist (signed by authorized agency representative)

VI. APPLICATION NARRATIVE

The Narrative should provide reviewers with a clear understanding of the agency's capacity to deliver the services for which support is being requested. The submitted narrative must address all sections. **The complete narrative must be typed and cannot exceed 10 single-sided, single spaced pages.** The proposal should be formatted using a 1" margin and no smaller than a 12 pt font. Please focus the narrative on specific responses to the information requested. Use the headings provided to identify each section and subsection.

Project Narrative

1. **Organizational Capacity (20 points):** Provide information on your organization's:
(a) experience providing quality services to youth; (b) experience in operating youth workforce development programs; (c) capacity to serve the proposed number of youth; and (d) outcomes from prior programs if previously funded.
2. **Project Design (40 points):** Provide a complete description of your proposed project.
Include the following:
 - a. Target population
 - b. Program applied for: Work and Learning, Service Learning, Internships
 - c. Details about the skill acquisition and the projected outcomes for participants
 - d. Typical schedule for a youth in the program
 - e. If applying for service learning projects, describe projects that youth will complete while enrolled
 - f. Strategies for embedding post-secondary and career exposure into the model
 - g. Connections to the Project Design considerations outlined in Section II
 - h. Strategies for motivating and retaining youth participation in program
3. **Infra-structure (20 points):** Describe your organization's operational and staffing infrastructure and your plan to implement this project within the necessary timeframe.
4. **Partnerships (20 points):** Describe the partnerships you have developed to assist with the implementation of your project. If you are proposing to provide an internship program, please provide a list of projected worksites (Attachment 4) where youth will be placed during the summer months.

VII. BUDGET INFORMATION

Budget Forms: The budget format is a summary for use in the proposal process and must be included in the application. You must complete all applicable worksheets to provide required budget information. Successful applicants will be required to give detailed budget information at the time of contract negotiations.

Budget Narrative: In addition to the Budget Summary, applicants must submit a brief Budget Narrative describing each of the costs included in the requested cost categories.

Contractor Certification: An authorized representative of the applicant organization must sign the Contractor Certification form provided in Attachment 5. The signed form should be included in the application in front of the budget summary page.

Cost per participant: Each model has a maximum cost per participant for program operations (which does not include youth wages or stipends). Cost caps in each category are as follows:

Categories	Cost Per Participant
Work and Learning Programs	\$300
Service Learning Programs	\$350
Internship Programs	\$350

Total Budget Amount: This amount is equal to the component cost-per-participant (cpp) multiplied by the number of participants.

Administrative or Indirect Costs: Applicants may include administrative or indirect costs, according to the following guidelines.

Administrative Cap: Administrative costs are not to exceed 10% of the total budget. All dollars must be allocated as either Administration or Training. All cost associated with direct delivery of services to young people, including site monitoring, payroll, training, etc. are considered training costs. Administrative costs are those costs not directly associated with service delivery (e.g., a percentage of the Executive Director's salary).

OR

Indirect Costs: Only organizations with approved indirect cost rates may budget indirect costs, not to exceed 10%. Successful bidders will be asked for documentation for this rate at the time of contract negotiations. Agencies that do not have a federally approved rate must allocate expenditures as Administration or Training.

Consultant/Contractual: Scope of Work and Budgets will be required for all consultants and subcontractors at the time of contract negotiation.

Instruction for Completing the Budget Forms:

- Complete all applicable pages of the budget that your organization expects to have expenses in.
- Ensure all calculations are properly made.
- Administrative costs cannot exceed 10%.

If you have any questions with filling out the budget document, please contact David M. Jones Jr., Youth Coordinator, at 504-658-4500/email djones@job1no.com.

VIII. PROPOSAL REVIEW PROCESS

Proposal Verification: Proposals will first be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of the proposal is missing or illegible it will be considered non-responsive and will not be considered. No incomplete, faxed, emailed or late applications will be considered. Proposals that do not follow the required format will not be reviewed.

Review Process: A review committee will rate proposals. The review committee reserves the right to request additional information and schedule interviews or site visits as appropriate.

IX. ATTACHMENTS AND APPENDICES

All of the forms can be completed electronically by tabbing through the fields. For blank fields, you can type in text or numbers. For check boxes, simply click on the box to check it. Alternatively, the forms can be printed and the responses entered by typewriter, or handwritten (legibly).

ATTACHMENT 1**Proposal Checklist**

Since proposals with incomplete or missing sections will be considered ineligible, and will not be considered, please take the time to complete this checklist to ensure that all of the following information is included in your proposal package:

Each copy of the proposal must include the following, in the order listed:

- Cover Sheets** (Attachment 2, all three pages, fully completed and signed by the authorized agency representative)
- Narrative** (maximum of 10 single-sided, single-spaced pages; formatted using 1" margins and no smaller font than 12 pt.), that addresses all sub-sections listed in Section VI. Application Narrative.
- Preliminary Employer/Worksite List** (Complete separate Excel spreadsheet as described in Attachment 4)
- Contractor's Budget Certification** (Attachment 6, signed by authorized agency representative)
- Budget Forms**
- Budget Narrative** (A brief description of costs associated with each budget line)

Package includes:

- Hard copies:** One Original + Five (5) Copies of Proposal (including all sections listed above)
- Audit:** Two copies of the past year's Organizational Audit, including the accompanying financial statements

ATTACHMENT 2

Proposal Cover Sheets
Page 1 - Program Summary

Name of organization (applicant): _____

Title of Proposed Program: _____

Application category (choose one): _____

Work and Learning

Service Learning

Internship

(a) Operating budget request: \$		(b) Number of slots requested:	
Cost per slot (a/b): \$	Per slot	Primary zip codes targeted:	

Days of Operation: Mon Tue Wed Thu Fri Sat Sun

Hours of Operation: _____ A.M. to _____ P.M.

Executive Summary of Program - 2,000 characters (approx 300 words) maximum.

Please include all of the following information: (1) brief description of program, (2) specific/special populations served, (3) geographic focus, if any, (4) types of projects to be developed by youth, (5) industry sectors targeted, and (6) any other special features of your program.

Program Category and Model:

*Authorized Representative

(Person who can legally sign contracts for organization – signature required, below)

Name:
Title:
Phone:
Fax:
E-mail:

Organization Contract

(For questions about agency or application in general)

Name:
Title:
Phone:
Fax:
Email:

Program Contact

(For questions about the proposed program during its operation)

Name:
Title:
Phone:
Fax:
E-mail:

Fiscal Contact

(For questions about the budget)

Name:
Title:
Phone:
Fax:
E-mail:

Technology/Computer Contact

(For questions about electronic transfer of information, e.g. student payroll)

Name:
Title:
Phone:
Fax:
E-mail:

Signature of Authorized Representative* (required): X _____

Proposal Cover Sheets

Page 3 – Additional Applicant Information

Organization Information

- 1. Is your organization incorporated as: non-profit or for-profit?
- 2. Federal tax ID number: or name and Fed. Tax ID number of legal entity that will act on behalf of the org:
- 3. Is your organization (or the legal entity identified above) certified by the City’s Disadvantaged Business Program?
Yes No
- 4. Is applicant in receivership or bankruptcy, or are any such proceedings pending?
Yes No (If yes, please explain on separate sheet)
- 5. Has the applicant’s organization ever been cited, fined, or reprimanded for any law or code violations or has any business license been suspended or revoked?
Yes No (If yes, please explain on separate sheet)
- 6. Has the applicant agency and its staff or director ever been barred from entering contracts with Federal or State government agencies?
Yes No (If yes, please explain on separate sheet)
- 7. Will the applicant subcontract any of the training or work efforts? Yes No

Conflict of Interest/Union Concurrence

- 8. Does the applicant have any connection with JOB1 or the New Orleans Workforce Investment Board (WIB)?
Yes No (If yes, please explain on separate sheet)
- 9. List all unions that may be associated with this project:
- 10. If necessary, does your agency have union approval of the proposed project?
Yes No

Computer Capabilities

- 11. Our computer operating system is: Windows-based or Mac-based

ATTACHMENT 3

Contractor’s Certification and Budget Information

In addition to the required Budget Summary and Narrative, an Authorized Representative of the applicant organization must sign this Contractor Certification form. Successful Bidders will be required to submit detailed budget information at the time of contract award.

CONTRACTOR’S BUDGET CERTIFICATION

I Certify that all the information provided in this budget is both complete and accurate to the best of my knowledge. Additionally, this form will be revised and re-submitted at a later date should unforeseen cost factors necessitate changes. I also understand that if selected as a contractor, I will be required to submit further detailed budget information.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____

Please sign this form and include it in the application in front of the Budget Summary and Budget Narratives.

Budget Summary: The Budget Summary form is provided in a separate document. It is also attached and can be downloaded at: www.job1no.com.

Budget Narrative: The Budget Narrative should briefly explain the costs included in each cost category and line item.

Questions about the budget: If you have any questions with filling out the budget document, please contact David Jones, Youth Coordinator, at 504-658-4500 / email djones@job1no.com.

Budget Form and Budget Narrative			
Organization:			
Program Title:			
Fiscal Contact:		Fiscal Contact Phone	
Does the organization have an 1-133 audit prepared each fiscal or calendar year? If no, please explain:			

Line	Item	Costs to be charged to this grant	% of Budget Total
1	Staff Administrative wages		
2	Staff Administrative fringe benefits		
3	SUBTOTAL (add lines 1 +2) * (line 3 not to exceed 8 % of Line 15)		
4	Program Staff/Trainers wages** (direct client intervention)		
5	Program Staff/Trainers fringe benefits		
6	Activities		
7	Consultants		
8	Participant materials and supplies		
9	Other participant costs (itemize in Budget Narrative)		
10	SUBTOTAL Participant Costs (add lines 4 through 9)		
11	TOTAL Project Cost (Line 3 + Line 14)		
12	COST PER PARTICIPANT (Divide line 15 by the # of participants)		

* Administration is limited to a maximum of eight percent of budget total.

** The recommended staff to participant ratio is 15:1.

Note 1: If the proposal is approved, additional information and budget detail will be required. Prior to contract negotiation, successful applicants must obtain an updated Certificate of Insurance and make arrangements with the City of New Orleans Finance Department to resolve any outstanding taxes.

Budget Detail and Narrative Information

The Budget Narrative should clearly indicate how Budget Line Items were calculated. Youth Wages should be calculated on the basis of the NEW minimum Wage of \$7.25 per hour. Administration is limited to 8% of the total cost of the program or project. Maximum cost per person is \$3,200, which includes work experience wages and work readiness stipends.

ATTACHMENT 4

Preliminary List of Employers / Worksites

If you are proposing to utilize employer-based worksites as part of your proposal, please complete the Preliminary List of Worksites Form, as a separate Excel Spreadsheet. A sample of the form is provided below. The form is a separate Excel Spreadsheet that can be downloaded at: www.job1no.com.

Preliminary List of Employers/Worksite

	Name of Sites	Contact Person	Phone #	Street Address	Zip Code	#of Youth	Activities	Job Titles
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
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