



# Request for Proposals

For the period March 01, 2024 – August 31, 2024  
Learn & Earn Summer Youth  
Employment Program

**Proposals Due:**  
November 22, 2023

Partner4Work  
650 Smithfield Street, Suite 2400  
Pittsburgh, PA 15222  
[rfp@partner4work.org](mailto:rfp@partner4work.org)

**RFP Release Date:**  
October 20, 2023

*The TRWIB, Inc. (dba "Partner4Work") Learn & Earn program is partially funded by Temporary Assistance for Needy Families (TANF) Youth Development Funding provided by the US Department of Health & Human Services (USHHS) via the Pennsylvania Department of Labor and Industry (PA L&I). CFDA #: 93.558. Any agreements resulting from this RFP may be funded by Partner4Work through the TANF grant provided by USHHS and PA L&I. The subrecipient must comply with all applicable regulations and the terms and conditions of the TANF grant. Learn and Earn is funded up to \$850,000 or 21.25% of federal funding through TANF & CDBG and up to \$3.15 million or 78.75% of non-federal funding.*

**Partner4Work (TRWIB, Inc.) is an equal opportunity employer.  
Auxiliary aids and services are available upon request to persons with disabilities.**

## OVERVIEW

### Who We Are

TRWIB, Inc. (dba “Partner4Work”) is the local workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met.

### About Learn & Earn

Partner4Work serves as the administrative/implementation partner for Learn & Earn, the summer youth employment program for Allegheny County and the City of Pittsburgh. Contracts awarded through this procurement will be between successful bidders and Partner4Work.

Learn & Earn 2024 will serve residents of Allegheny County and/or the City of Pittsburgh who meet specific income and eligibility requirements. Youth who are at least 14, and no older than 21, as of program start date, will be able to participate in the Learn and Earn Program and complete up to 162 hours of training and work experience over the course of 6 weeks. Interested youth will be required to complete an online application and both eligibility and selection will be determined by Partner4Work. We anticipate engaging 1,300-1,500 youth for Learn and Earn 2024. Youth are placed with contracted providers who serve as the employers of record for a number of youth. Providers may employ youth in-house or assign them to partner worksites for their summer work experience.

### Program Dates (all dates are subject to change)

Youth Application Opens:	March 8, 2024
Youth Selection and Placement:	Throughout application period - June 17, 2024
Youth Orientation:	Starting June 17, 2024*
Youth Work Experience:	June 24 – August 2, 2024

\*Orientation will continue on a rolling basis for any youth who start work later than June 20, 2024. We keep a waitlist of youth and backfill positions as they become available.

### Purpose of this RFP

Partner4Work (P4W), in partnership with Allegheny County and the City of Pittsburgh, is pleased to issue this Request for Proposals (RFP) for the Learn & Earn Summer Youth Employment Program. In it, we seek providers for the following opportunity:

**General Provider (No more than 5 additional contracts to be awarded):** Employ, train and assign work experience to general Learn & Earn participants ages 14-21 who meet specific eligibility criteria. Note:

- Providers previously under contract in 2023 need not respond to this RFP.
- **Providers with reach into the communities of the West End/Sheraden area, NorthSide, Upper Mon Valley (Homestead, Braddock Hills, Wilkinsburg, etc), Penn Hills and South Pittsburgh will be prioritized.**

Contracts will be awarded for a single term beginning March 01, 2024 and concluding August 31, 2024. At its discretion and given the availability of funds.

### **Why do summer jobs matter?**

Young adults learn to work by working. Soft skills, career exploration, leadership development, and income are among the many short-term benefits offered by summer youth employment programs. P4W is proud to partner with Allegheny County and the City of Pittsburgh to deliver Learn & Earn, the leading summer youth employment program in Allegheny County.

The covid-19 pandemic brought public health, community, and employment challenges. Key industries like retail and hospitality, which employ large numbers of young people have permanently lost jobs. Nationally, unemployment among young people ages 16-19 and 20-24 almost tripled during the pandemic shutdown.<sup>1</sup> Studies demonstrate that young people who graduate from high school or college during a recession face a tougher time connecting with the labor market. Summer jobs, and programs like Learn & Earn, which build opportunity networks, can help mitigate some of these effects.

### **How can you partner with us?**

We are seeking organizations to serve as the employer of record for young people, provide case management and to provide meaningful career exploration and work experience for young people. Each Learn & Earn provider will manage and support a cohort of youth or young adults throughout the summer program, including intake, orientation, work readiness training, and work experience. We want to partner with organizations that have the drive, expertise, and capacity to run a comprehensive program that will successfully engage both young people and businesses.

### **Who can apply?**

Eligible applicants include non-profit organizations, private sector entities, public school districts, community colleges, trade associations or unions, and pre-apprenticeship programs. Applicants must be an incorporated organization. **Eligible applicants must be in good standing with the federal government, not debarred, and have proof of insurance and a New Entity ID.** Eligible applicants must be registered in the System for Award Management ([www.SAM.gov](http://www.SAM.gov)) in order to receive federal funds. Organizations currently barred, suspended, proposed for

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<sup>1</sup> <https://www.mathematica.org/commentary/trends-in-youth-unemployment-during-covid-19>

debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work are ineligible to apply. See [Appendix E: Overview of Administrative and Budget Requirements](#) for more information on the Administrative Requirements for successful bidders. Successful applicants will have demonstrated experience and expertise in the provision of high-quality workforce development services to the target populations described in this RFP.

Through this RFP, we are looking for providers that make meaningful contributions in their community and cover diverse geographic areas within the County. We want to ensure that youth have access to opportunities for summer employment close to where they live. **Priority will be given to proposals serving the following traditionally underserved areas in the [City of Pittsburgh](#): The West End (Chartiers City, Sheraden, Elliott), select portions of the South Hills (Mount Oliver, Knoxville), Lincoln-Lemington-Belmar, Upper Northside neighborhoods (Perry South, Perry North, Brighton Heights, Northview Heights and Marshall-Shadeland), the Greater Hazelwood Area (Glen Hazel, Hazelwood), the Hill District Neighborhoods; and [Allegheny County](#) Municipalities including Baldwin, Whitehall, West Mifflin, Duquesne, Turtle Creek, Penn Hills, Braddock, North Braddock, McKeesport, Wilkesburg, Clairton and Sto-Rox.**

## Program Provider Expectations

Learn & Earn is a program with many moving parts. Successful providers will deliver a seamless, quality summer work experience for young people from start to finish. The three central program components providers are responsible for are: program management and compliance, work readiness training, and work experience.

### **Program Management and Compliance**

We count on our providers to keep youth safe, maintain detailed records, and collect data that will help us continue to grow the program. As a provider, your program management responsibilities would include:

- **Worksite Recruitment:** You'll identify businesses, non-profits, and/or government partners to serve as worksites, work with them to develop a complete Worksite Agreement and job descriptions, and ensure their staff are knowledgeable about Learn & Earn goals, policies, and best practices.
- **Employment:** You'll be the employer of record for youth participants. You will be responsible for ensuring participants complete all required Learn & Earn and pre-employment paperwork and enrolling them in your payroll system
- **Youth Placement:** Partner4Work will assign youth to your organization based on provider requests, youth interest, geography and slots available. You will match youth to appropriate work experiences in a timely manner.
- **Participant Case Management:** Based on participants' goals, you will connect them to additional services or next steps, as appropriate, to ensure that all participants are transitioned into an opportunity for growth after the program. As the case manager, you

will also be responsible for issuing weekly bus passes, if needed, as well as providing other support young people may need to be able to participate in the program.

- **Enrollment:** You'll be responsible for ensuring participants complete all required paperwork including but not limited to: I-9, W-4, Equal Opportunity Employment form, grievance policy, emergency contact information, and Learn & Earn photo release.
- **Supervision:** Providers will ensure there are at least two adults who will supervise youth at each worksite (one primary supervisor and one alternate supervisor). Supervisors need to be familiar with Learn & Earn program goals, policies, and procedures.
- **Clearances:** You will ensure that all provider and worksite personnel who directly supervise youth attain the following background clearances prior to the start of the summer program: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. In the event that youth will be supervising other youth as part of their employment, you will also be responsible for ensuring that they have the appropriate clearances. Providers will provide copies of all clearances to Partner4Work upon request.
- **Online Database:** You'll use the Learn & Earn online database to track program activities, worksite information, youth attendance and earnings, and other required documents.
- **Timesheets and Payroll:** You'll collect youth timesheets and will directly manage payroll for participants, including all applicable tax withholdings.
- **Wages and Hours:** Providers will monitor the hours and wages earned by program participants. In-person participants may work for a total of 162 hours over the course of 6 weeks at a wage of \$9.00 an hour.
- **Evaluation:** You'll make sure that youth, provider staff, and worksite staff complete all required program surveys.
- **Mentorship:** All participants will have the opportunity to connect with a mentor. This can look like an industry mentor, peer-to-peer, etc.
- **Maintain Youth Safety:** You will ensure that all jobs comply with Child Labor Laws and all applicable county, state and federal guidance concerning the global pandemic.
- **Uphold Values of Diversity, Equity and Inclusion:** As a provider, you will be responsible for creating an inclusive and safe environment for youth that values all facets of their identities that includes gender, race, age and sexual orientation. To the best of your ability, you will ensure young people receive appropriate accommodations so that they may participate fully and safely in the Learn and Earn program.
- **Work-Readiness Training**

Providers are responsible for the delivery of work-readiness training to every youth in Learn & Earn. As a provider you'll have the flexibility to use the training curriculum and instructional methods that work best for the youth you serve as long as your training meets basic criteria described in the [Learn & Earn Work Readiness Curriculum Overview](#). Training can be provided virtually, in-person or a combination of the two. We're

interested in approaches that are highly interactive and that meet all of the following criteria:

- Training is developmentally appropriate and designed to meet the needs of participants. Stronger applications would allow for a variety of activities that accommodate different learning styles.
- Training hours meet minimum requirements
  - All youth participants must complete a minimum of 12 hours of work-readiness training. Providers will have the flexibility to exceed this minimum so long as a concrete number of hours and a plan are detailed in the proposal. The maximum allowable hours are 62.

Training helps participants and interns gain skills in each of the following required areas:

- Communication
  - Productivity and accountability
  - Initiative and self-direction
  - Problem-solving
  - Teamwork
  - Financial literacy and banking
- Providers are responsible for administering work readiness pre and post evaluations.

Training or professional development can be offered all at once at the beginning of the program or incorporated throughout the six week program. Partner4Work will review training curricula prior to the program to ensure quality and alignment with the skill areas mentioned above.

***All providers will be required to submit an outcomes report based on the criteria listed above to Partner4Work at the end of Learn & Earn. The report template will be provided by Partner4Work.***

***All providers will be responsible for the implementation of a Work-Readiness Curriculum Provider by P4W.***

### **Work Experience**

We don't believe in a "one-size-fits-all" approach to summer employment. What matters most to us is connecting young people to experiences that will excite, engage, and inspire them. Possibilities include, but are not limited to:

- **Employ youth in-house:** Youth employed by a provider also maintains the same provider as their worksite.
- **Traditional worksites:** Youth are assigned a job at a specific worksite where they report to a supervisor daily

- **Work-Study:** Youth balance traditional on-the-job hours with college coursework at a local college or university.
- **Project Based Work Experience:** Youth may work collectively in small groups to solve a challenge or deliver a product.

All types of work experience can be combined and/or carried out virtually, in-person or a hybrid of the two. Providing flexibility allows providers more room for creativity and enables a more youth-centered experience for young people. Providers will be asked to outline the opportunities and specific program model in this proposal.

What we want ALL summer jobs to do:

- Provide a meaningful training and work experience for young people;
- Help youth grow and overcome barriers by connecting them to mentors, job shadowing opportunities, and supportive services if needed;
- Go beyond traditional summer camp and neighborhood clean-up summer work experiences to give youth a chance to try their hand at a variety of interesting activities;
- Provide opportunities that are accessible by public transportation;
- Expose youth to a variety of career tracks that are expected to grow over the next 5-10 years

Absolute deal-breakers are any jobs that:

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

For more information on Child Labor Laws, including prohibited work activities, please visit:

[http://www.portal.state.pa.us/portal/server.pt/community/child\\_labor\\_law/10517](http://www.portal.state.pa.us/portal/server.pt/community/child_labor_law/10517).

### Learn & Earn 2024 Performance Standards

We want youth to get the most out of their summer job, which means completing a robust training program and maintaining high levels of participation. Partner4Work measures performance for all providers using the following standards. Your ability to reach these milestones is something we'll consider when determining future participation as a Learn & Earn provider.

Retention	At least 90% of participants will complete the 6-week program.
Attendance	Youth will work at least 80% of available work hours.
Work Readiness*	At least 90% of participants will complete 12 or more hours of work readiness training.

	Youth will complete work readiness pre and post assessments. (Assessment will be developed by P4W)
Financial Empowerment	Track the number of participants who are opening their own bank account and enroll in direct deposit.  Track the number of youth receiving financial literacy through the Smart Dreams app curriculum and by other identified methods. (Example: working with a financial Institution)
Program Continuation	Track the number of youth who engage in programs beyond the Learn & Earn.
Mentorship	Track the number of youth who received mentorship, either group or individual. This can be through provider staff, worksite supervisors, or peer-to-peer.
Youth Portfolio	Track the number of participants leaving the summer with a complete youth portfolio. The portfolio should contain but not limited to an up to date resume, cover letter, and career industry interests.

*Providers will be responsible for tracking all newly added outcomes (Template will be provided by Partner4Work).*

### Program Costs and Budget Considerations

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

The **maximum reimbursable cost per general Learn and Earn youth is \$2,810 per participant.** The cost-per-participant includes transportation (i.e. weekly bus passes). Expenses must follow the categories outlined in the cost-per-participant breakdown below. Cost categories are set and funding is not fungible between categories. In effect, a provider cannot underspend in youth wages to overspend in program costs.

### Cost Per General Learn & Earn Participant

Budget Item	Max. Cost
Participant Work Experience and Work Readiness Wages (1)	\$1,458.00
Participant Taxes (2)	\$126.50
Participant Transportation (3)	\$150.00
Program and Admin Costs (4)	\$1,075.50



<b>Total Cost per Learn &amp; Earn Participant</b>	<b>\$2,810.00</b>
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- (1) This line item represents actual Participant Work Experience and Work Readiness Wages only. This budgeted line item cannot be modified for other expenses.
- (2) This line item represents the Payroll taxes associated with item (1) above. This budgeted line item cannot be modified for other expenses.
- (3) This line item represents the cost associated with 6-weeks of bus passes for use during the program. This budgeted line item cannot be modified for other expenses. Transportation applies to both in person and virtual work; if work is fully virtual, this cost may be applied to a technology solution for youth.
- (4) This line item represents all other program and administrative costs associated with the Learn & Earn program. Program costs may include materials that youth need in order to participate in the program or digital programs you intend to implement as part of your program offerings. These expenses can include organizational program and administrative costs, as well as any indirect costs. Indirect costs charged to the grant under this line item must be consistent with the organizations Indirect Cost Allocation and Uniform Guidance. All costs charged to this category must be supported with appropriate supporting documentation. Administrative costs cannot exceed 10%. This applies for both in-person and virtual work.

## How to Apply

Submit your proposal by November 22, 2023 at 11:59 pm to [rfp@partner4work.org](mailto:rfp@partner4work.org). Late or incomplete proposals will not be considered. Emails should have the subject line “[Organization name] Learn & Earn Provider Proposal.

Your proposal(s) should not exceed 16 pages in all including all appendices. Appendix templates are linked below. Proposals should be single spaced, with 1 inch margins and must contain all of the following:

1. **Cover Sheet** – Complete [Appendix A](#)
2. **Program Overview**- Complete [Appendix B](#)
3. **Proposal Narrative**- Please respond to each subheading (a-e) below by answering the questions in a narrative format. Narrative should not exceed 8 pages
  - a. Organization Description
    - What is your organization’s mission?
    - What programs and services do you offer?
    - What is the extent of your experience in workforce and youth development?
    - Providers are able to request specific eligible youth to be placed with their organization. To what extent do you anticipate having specific youth in mind for placement at your organization? Describe the source for recruitment and methods for ensuring they submit completed applications. Please note: placements are made by Partner4Work and are based on a variety of factors with provider preference being only one of multiple criteria.
  - b. Program Management and Compliance
    - How many youth do you propose to employ?
    - What is your organization’s staffing plan for this program?

- What are the names and titles of those that are responsible for the administration of the program?
- How many staff members are dedicated to overseeing youth directly and provide case management? Please specify if they will be permanent or temporary staff.
- How do you intend to ensure that all employment paperwork is completed before young people begin their work experience and youth timesheets are accurate?
- Do you currently offer direct deposit to your current staff? Will youth also be offered direct deposit?
- Whose responsibility will it be to update the Partner4Work's online database regularly to accurately record youth placements status, worksite information and other documentation?
- How will you meet performance standards for the Learn & Earn program? If you were a past provider and you did not meet performance standards, what is your plan for ensuring that standards are met in 2024?
- For those of you that are returning applicants, how will you improve your program or what practices will you implement for expansion?
- In what ways will you be intentional about creating inclusive spaces that value diversity?

c. Work readiness Training

- What will your work-readiness training or professional development look like? Identify the curriculum and training schedule to be used, if already known.
- In what ways will your training engage diverse learners and appeal to multiple learning styles?
- How will training be delivered; will it be virtual, in-person or both?
- If young people will be able to access virtual training or professional development, how will you ensure they have the technology and access needed?

d. Work Experience

- In what industries are your work experience opportunities? What will be your methods of determining which youth to assign to which worksites?
- Who are your worksite partners? List all businesses that you anticipate to serve as summer worksites, including their geographic location and industry. Please indicate which partnerships you've already secured and which are pending.
- What additional partners, if any, will be supporting the program in other ways, such as training or mentoring.
- Which of your work sites, if any, are in the historically underserved locations targeted by this RFP?
- What types of work experiences will you be providing? (Employ in-house, traditional in-person worksites, project based work experience, work

study or entrepreneurship) Please briefly describe what youth will do for each type of experience that applies.

- Do you anticipate purchasing any digital programs to be used by youth this summer? If so, please describe.
- To what extent do you plan to offer opportunities for young people to work virtually? If so, how do you intend to ensure that youth have the technology and access they need to participate?

e. Covid19 Planning

- Without knowing for certain what the future holds, what are your plans for providing training and work experience for young people should we still be advised to practice social distancing, work remotely and/or convene in only small groups?
- What capacity do you already have as an organization that would enable you to make quick programmatic shifts to ensure the safety of youth and staff, if needed?

**4. Budget** – Complete [Appendix C](#) using the appropriate cost-per-participant guidelines in the Cost Per Participant section above. Providers will not be reimbursed for expenses incurred over budget line items. Budgets should include all projected program costs.

**5. Budget Narrative-** Please respond to the following prompts that correspond to the headings in the budget appendix. Should not exceed 2 pages

- a. Proposed Budget: Describe the costs you plan to incur that would fall into the program and admin line item of your proposed budget.
- b. Program Budget (Learn & Earn share): Participant wages, taxes and transportation should be fully covered through a contract with Partner4Work if wages are maintained at \$9.00/hr for general participants. However, some providers have Learn & Earn expenses beyond those covered by Learn & Earn funds. If the program and admin costs you anticipate incurring exceed the funds that would be available through a contract with Partner4Work, please explain.
- c. Leveraged Funds: If the full program costs exceed what would be available through a contract, please list the sources of additional funds that will be used to support the program. Include amounts for each source and whether the funds are secured or will be proposed.
- d. Describe your methods for ensuring adequate cash flow through the process of incurring costs, paying youth wages, invoicing Partner4Work and receiving reimbursements.

**6. Letters of Support** – Please provide at least two letters of support from worksites you will be engaging for the 2024 program year.

## Review and Selection Process

The Learn & Earn Review Committee will score proposals based on the requirements outlined above. The number of proposals selected will depend on the availability of funding. Successful bidders will be invited to negotiate a contract for services based on the project described in the proposal and stipulations of the funding sources.

### Review Timeline:

Release of RFP:	October 20, 2023
Questions due to Partner4Work:	October 31, 2023 by 11:59 PM
Proposal Due Date:	November 22, 2023 by 11:59 PM
Selection of Providers:	January 2024
Start of Application Process for Youth:	March 8, 2024

### Questions or Requests

All questions or requests for additional information must be made in writing to [rfp@partner4work.org](mailto:rfp@partner4work.org) by October 23, 2023 by 11:59 PM. Answers will be posted publicly at [www.partner4work.org](http://www.partner4work.org) by October 30, 2023. Bidders are encouraged to check the website frequently for updates. Questions received after October 23, 2023 by 11:59 PM will not be answered.

## Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFP.
- This Request for Proposals (RFP) does not commit Partner4Work to award a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFP and/or consider the funding of proposals not initially funded under this RFP at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other individual for the same services performed by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure. Partner4Work reserves the right to issue additional RFPs if and when it is in Partner4Work's best interest to do so and may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFPs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFP.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

## Appendix A: Learn & Earn 2023 Proposal Cover Sheet

**Lead Applicant:** Click or tap here to enter text.

### A. Contact Information

Organization Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Principal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Fiscal Contact Person: Click or tap here to enter text. Title: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

Executive Director: Click or tap here to enter text.

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx Email: Click or tap here to enter text.

### B. Legal Information

Type of organization: For-profit:  Non-Profit:  Government or School District:

Federal Employer Identification Number (FEIN): Click or tap here to enter text.

Please provide your current [New Entity ID](#): Click or tap here to enter text.

Please provide your current [CAGE Code](#): Click or tap here to enter text.

**C. Requirements / Documents** *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant (if applicable).*

- Registration in the [System for Award Management](#) (SAM)
- Completed [Pre-award Assessment](#)
- Most recent financial audit
- Certificate of Liability Insurance
- Certificate of Worker's Compensation Insurance
- W9

### D. Additional Requirements

- Proposal Cover Sheet- Appendix A
- Program Overview- Appendix B
- Program Narrative
- Budget- Appendix C
- Budget Narrative
- 2 Letters of Commitment

## Appendix B: Learn & Earn 2023 Program Overview

**Provider Name:**

**Proposed Number Youth/ Young Adults:** Give the total number of youth or young adults you propose to serve and approximate how many would likely be city and county residents.

Total:	City:	County:
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**Young People You are Best Positioned to Serve:** Specify the neighborhoods or communities where you have the deepest reach or the most worksites. If the work you've lined up is best suited for a specific age range, describe why here.

Target Communities::

**Program Model:** Check the types of work experience and training that young people would gain by being placed with your organization. You may have more than one type. Approximate the number of youth you anticipate having each type of experience and mark whether it would be done in-person, virtually or both.

	Check 1	Proposed Number of Youth	Format of Training: (Mark 1 or both)
<b>Work Readiness Training/ Professional Development</b>	<input type="checkbox"/> Basic 12 hours <input type="checkbox"/> Expanded Training to include Career Exploration <input type="checkbox"/> Professional Development for Interns	<b>ALL</b>	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person

	Check all that apply.	Proposed Number of Youth	Format of Experience: (Mark 1 or both)
<b>Work Experience:</b>	<input type="checkbox"/> Employ youth in-house		<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person
	<input type="checkbox"/> Traditional In-person Worksites		<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person
	<input type="checkbox"/> Work-Study		<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person
	<input type="checkbox"/> Project Based Work Experience		<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person

## Appendix C: Learn & Earn 2023 Budget

### **Proposed Budget:**

	Allegheny County	City of Pittsburgh	Total
<b>Proposed Number of Participants:</b>			
<b>Proposed Budget*:</b>			

\*Your proposed budget is calculated by multiplying the per person costs listed for general Learn and Earn participants by the number of young people you propose to serve. If awarded a contract, the total amount of funds available for reimbursement will be based on the actual number of participants placed at your organization who work at least 1 hour.

### **Program Budget:**

It is possible that the funds available through a potential contract for Learn and Earn may not cover the entire cost of the program. Please fill in the chart below to compare the total costs of administering the program to how much would be covered by the funds available from Partner4Work. For the sake of this exercise, assume that you receive all of the youth you proposed to be placed with your organization.

Learn & Earn Budget Line Items	Total Anticipated Cost of Program	Proposed Budget via Partner4Work	Costs to be Paid for by Other Means (Anticipated-Proposed)
Participant Wages (pre-tax)			
FICA/Taxes			
Program and Admin Costs			
Participant Transportation			
<b>TOTAL</b>			

Please mark each and initial at the bottom:

- Our organization understands that this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.
- Our organization understands that the total amount of funds available for reimbursement will be based on the actual number of participants placed at our organization who work at least 1 hour.
- Our organization agrees to Use Partner4Work's Contract Management Software, Parley Pro, for Contract Negotiation

Initial: \_\_\_\_\_



## Appendix D: Overview of Administrative and Budget Requirements

### **Overview of Administrative Requirements**

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

#### **1. Tracking spending on multiple individual funding streams**

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

#### **2. Fiscal reporting on an accrual basis**

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

#### **3. Maintaining documentation supporting all spending and assets**

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

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

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

#### **5. Producing a budget to actual report**

Comparison of expenditures with budget amounts for each Federal award.

#### **6. Processing payments on a reimbursement basis**

Written procedures to implement the requirements of § 200.305 Payment.

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

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

### **Record Retention**

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

for seven years after Partner4Work reports final expenditures to the funding source. The selected applicant(s) must allow Partner4Work and representatives of other regulatory authorities access to all WIOA and/or TANF records, program materials, staff, and participants.

### **Personally Identifiable Information Compliance**

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

### **Budget Narrative Instructions**

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

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

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

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

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

*Indirect Costs:* If you include indirect costs in the budget, then include one of the following:

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

or

b) If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA), and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

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

2 CFR 200.68 Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion

of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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

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

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