

**REQUEST FOR PROPOSAL FOR
YOUTH PROVIDERS IN MACON and
DEWITT COUNTY**

**MACON DEWITT WORKFORCE INVESTMENT SOLUTIONS
LOCAL WORKFORCE INVESTMENT AREA #19**

FUNDING PERIOD: June 1, 2018 – May 31, 2019

Available Out-of-School Youth Contract Funding: \$120,000 to 160,000

Available In-School Youth Contract Funding: \$30,000-\$40,000

RESPONSE DUE: Friday, April 20, 2018

Late proposals will not be considered for a grant award. Proposals hand delivered after 4:30 p.m. or postmarked after the due date will be returned to applicants. The county reserves the right to determine the timeliness of all proposal submissions.

A. Purpose of Request for Proposal

The Chief Elected Officials, and the Workforce Investment Board of Macon and DeWitt Counties have authorized the release of the Request for Proposal to solicit proposals from organizations to operate Youth Programs under the provisions of Title I of the federal Workforce Innovation and Opportunity Act. The purpose of this solicitation is to identify and fund organizations that will design innovative programming and comprehensive services that result in youth achieving academic and employment success.

B. Background and Governance

On July 22, 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law. WIOA provides new authorizing legislation for programs previously authorized under the Workforce Investment Act (WIA). The WIOA took effect on July 1, 2015 and regulations were issued by the U.S. Department of Labor (DOL). Programs funded under this RFP must be prepared to comply with WIOA regulations.

C. WIOA Requirements

The following requirements apply to all youth service respondents funded under WIOA. Workforce Investment Solutions seeks proposals demonstrating collaborations with other agencies in order to access an appropriate age range of services for participating youth.

Program Requirements

Section 129 (c) (1) of the Workforce Innovation and Opportunity Act, states that funds allocated to youth service providers shall be used for the following program design:

1. Provide an objective assessment of the academic level, skill levels and service needs of each participant. Assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, supportive service needs, and development needs of participants.
2. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant using the assessment as a guideline.
3. Provide:
 - a) Activities leading to the attainment of a secondary school diploma or its recognized equivalent or recognized postsecondary credential;
 - b) Preparation of postsecondary educational and training opportunities;
 - c) Strong linkages between academic learning and occupational learning;
 - d) Preparation for unsubsidized employment opportunities; and
 - e) Effective connections with strong links to the job market and local, regional employers.
 - f) Work-based learning opportunities.

Attached is a list of fourteen (14) required services local programs must, at a minimum provide to youth per Section 129 (c) (2) of the Act (Attachment D). If a provider does not directly provide the services listed, it must demonstrate the ability to make seamless referrals to appropriate providers of such service. The grantee will have primary responsibility for ensuring that each participant receives the full continuum of services.

Participant Eligibility

Funds awarded through this RFP will be used for WIOA eligible youth seeking workforce services. Individuals eligible for services must meet the following criteria:

- A. Meet the general WIOA eligibility criteria:
 - a. Authorized to work in the United States; and
 - b. Registered for the Selective Service, if applicable.

- B. **In-School Youth**: An in-school youth shall be eligible to participate in programs if such individual is
 - (1) Attending School
 - (2) Not younger than 14 or older than 21 at time of eligibility determination
 - (3) Low income, and meet one or more of the following
 - a. Basic skills deficient
 - b. English language learner
 - c. Offender
 - d. Homeless
 - e. Runaway
 - f. In foster care or aged out of foster care system.
 - g. Pregnant or parenting
 - h. An individual with a disability
 - I Person who requires additional assistance to enter or complete an educational program to secure and hold employment
 - j. Eligible for free or reduced lunch program

C. **Out-of-School Youth**: An out-of-school youth shall be eligible to participate in these programs if such individual is

- (1) Not attending any school (as defined under State Law) and
- (2) Not younger than 16 or older than 24 at time of eligibility determination and
- (3) One or more of the following:
 - a) A school dropout;
 - b) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - c) A recipient of a secondary school diploma or its recognized equivalent **who is a low-income** individual, basic skills deficient, or an English Language learner;
 - d) An individual who is subject to the juvenile or adult justice system;
 - e) A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of foster care system, a child eligible for assistance under the Social Security Act Section 477 or in out-of-home placement.
 - f) An individual who is pregnant or parenting;
 - g) A youth who is an individual with a disability;
 - h) A **low-income** individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

Career Pathways

WIOA places a strong emphasis on career pathways as defined as “a combination of rigorous and high quality education, training and other services that:

- a. Aligns with skill needs of industries in the economy of the area or local economy with emphasis in health care, manufacturing, logistics and hospitality/customer service.
- b. Includes counseling to support an individual in achieving the individual’s education and career goals;
- c. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options
- d. Includes, as appropriate, education offered concurrently with and in the same context of workforce preparation activities and training for a specific occupation or occupational cluster

Work-Based Learning

WIOA requires that **not less than 20% of funds** allocated to the local area must be spent on activities supporting paid and unpaid work experience that have an academic and occupational education component. This may include, summer employment, and other employment opportunities available

throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities.

In-School Youth versus Out-of-School Youth

WIOA requires that **not less than 75% of funds** allocated to the local area must be spent on activities supporting Out-of-School Youth. Due to this requirement, proposals must demonstrate the ability to recruit and provide services to this targeted population.

General Proposal Conditions

Costs incurred by Proposers

All costs of the proposal preparation shall be borne by the proposer. The County shall not, in any event, be liable for any pre-contractual expenses incurred by proposer in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

Best Offer

The proposal shall include the proposer's best terms and conditions.

Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete and/or accurate documentation may not be considered for contract award. Falsification of any information will result in disqualification. If the proposer knowingly and willfully submits false performance or other data, the County of Macon reserves the right to reject the proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the County reserves the right to terminate the contract.

Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposers' letterhead at any time prior to the scheduled closing time for receipt of applications.

General County Reservations

- The County of Macon reserves the right to withdraw the RFP at any time without prior notice. The County makes no representation that any contract will be awarded to any offer responding to the RFP.
- If an inadequate number of proposals are received or the proposals received are deemed non-responsive, the county reserves the right to reissue the RFP. Under these conditions, the RFP may be reissued to target specific populations of the respective counties.
- The County of Macon reserves the right to request additional information or documentation.
- Proposals shall be reviewed and rated by the staff of the County of Macon and Workforce Investment Board as submitted.
- The County of Macon reserves the right to verify all information in the proposal.
- Proposers approved for funding shall be required to negotiate a contract with the County of Macon on an offer/counter offer basis. The negotiation process shall be bound by the best terms and conditions originally offered by the proposer in the proposal. The contract offer of the County of Macon may then contain additional terms different from those set forth herein. As a result of the negotiations process the County of Macon reserves the right to:

- a. Fund all or portions of the proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services;
- b. Elect to contract directly with one of more of the identified collaborators.

Standing of Proposer

- A proposer may not be recommended for funding, regardless of the merits of the proposal submitted, if it has a history of contract non-compliance with the Counties of Macon or DeWitt, or the State of Illinois or any other funding source, poor past or current contract performance or current disputed or disallowed costs.
- Organizations that have been sanctioned because of non-compliance with the Single Audit Act requirements for managing grant funds will not be eligible to receive funding, if awarded, until their sanction is removed.
- Applicant's proposal is for a period of time not to exceed twelve (12) months. If the contractor performs successfully, then the County of Macon reserves the option to extend the contract.

Proprietary Interest of the County

The County of Macon reserves the right to retain all submitted proposals, and the proposals shall become the property of the County. Any department or agency has the right to use any or all ideas presented in the proposals submitted in response to this RFP without any changes or limitations. Selection or rejection of a proposal does not affect this right.

All proposals will be considered public document, subject to review and inspection by the public at the County's discretion, in accordance with Public Records Act. Proposers must identify all copyrighted material that they claim are exempt from disclosure under the Public Records Act. In the event any exemption is claimed, the proposer shall be requested to state in the proposal that he or she will defend any and all actions brought against the County for its refusal to disclose such material, trade secrets or other propriety information to any party making a request thereof.

Fiduciary Relationships

Every proposed contractor must identify the fiduciary relationship between themselves and the County of Macon.

A formal financial agreement will be developed between the two entities in which the contracting agency shall reimburse the subcontractor for all costs on a line-item basis budget, not to exceed the total allowable contractual amount.

PROPOSAL FORMAT

1. Executive Summary

- Briefly identify your agency/program
- Provide a justification for the Request for Funding
- State the objectives to be achieved through this funding

(EVALUATION FACTOR: 2 POINTS-LIMIT ONE PAGE)

2. Introduction

- Provide a brief overview of proposed program including a description of how the proposed program fits into your organizations missions and goals.
- Discuss the purpose and goals of your organization.
- Identify any unique aspects of your organization

(EVALUATION FACTOR: 3 POINTS-LIMIT TWO PAGES)

3. Needs Assessment

- Identify the specific population (In-school/Out-of-school) to be served and how your program will address their barriers and/or needs in relation to providing appropriate intervention at the right time with age appropriate activities for youth. Describe how the program will be linked to careers, post secondary education, job placement, and completion of education.

(EVALUATION FACTOR: 15 POINTS-LIMIT 4 PAGES)

4. Program Elements

- Describe, in detail, the activities that will take place in the proposed program.
 - a. What outreach mechanisms have been developed to identify WOIA eligible youth and how participants will be selected for enrollment.
 - b. Describe orientation/assessment activities. Include assessment tools, instruments and methods your program will use to determine the needs of WOIA youth.
 - c. Describe how each participant's goals will be developed, evaluated, and coordinated with WIS staff to provide appropriate intervention at the right time with age appropriate activities.
 - d. Describe in detail how this program provides direct or through access the 14 **Youth Program Elements** (Attachment D).

Workforce Investment Solutions provides supportive services, paid work experience and follow up services. Proposals need only address how these program elements will be linked to the project.

- e. Describe linkages you have made with employers including any resources you have leveraged from your employer partners.

- f. Describe all possible collaborations with other agencies, schools etc.
- g. Provide a matrix describing all aspects of the proposed program

(EVALUATION FACTOR: 25 POINTS-LIMIT 10 PAGES)

5. OUTCOMES

Services should be designed and delivered within a context that maintains focus on and is relevant to career development, educational attainment and employment. Demonstrate your organization's ability to provide these outcomes:

- a. Describe your past experience and results delivering services in similar projects and/or to similar populations
- b. Describe the measurable outcomes of the most recent 12 months of experience such as GED attainment industry recognized certification and employment, etc.
- c. Complete the Program Outcomes Form found at Attachment E.

(EVALUATION FACTOR: 25 POINTS-LIMIT 5 PAGES)

6. Cost Reasonableness

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable utilizing narrative and budget forms and Attachment G.

- a. Describe the length and intensity of program design, staff-to-youth ratio.
- b. Describe the comprehensiveness of staff salaries, and a detailed description of other funding resources for the program.
- c. Calculate the contract cost per WOIA youth enrolled in the program

(EVALUATION FACTOR: 30 POINTS-LIMIT 4 PAGES)

Application Package

General Preparation Guidelines

1. The cover letter of each proposal should be limited to one page. The letter must include the title, address and telephone number of the person or persons who will be authorized to present the proposal and the names of all collaborators. An agency officer authorized to bind the agency to all commitments made in the proposal must sign the letter. (See attached proposal cover sheet)
2. Proposers must submit one original and six (6) stapled copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal.
3. Print all narratives on 8-1/2"x 11" plain white paper with margins of 1-1/2" on each side. All narratives must be printed on 12-point type with 1-1/2 spaces between lines.
4. Each page must be numbered sequentially at the bottom of the page to indicate Page _ of _ and each narrative must contain a heading, which clearly indicates the question being answered.
5. Staple all pages firmly in the upper left hand corner. Specialized bindings or coverings, paper clips or other removable fasteners are not acceptable.
6. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjunctive (would, should, etc.) so that proposals can easily be converted to contract form.
7. All Exhibits to be submitted are specified in the RFP. Additional Exhibits will not be accepted and will be returned to the proposer.
8. Answers should be as concise as possible while providing all the information requested.
9. Please include a list of all collateral material, handbooks, etc., that will be used in the classroom portion of the program. If computer software is listed, it must be available for preview prior to final approval of the program. Also, anything purchased with WIOA funds remain the property of Macon County and must be listed in the RFP for consideration.

Complete Attachments:

Proposal Cover Sheet-Attachment A

Fiscal Standards Questionnaire Attachment B

Statement of Assurances Attachment C

Youth Program Elements Attachment D

Proposed Program Outcomes Attachment E

Budget instruction Attachment F

Budget Summary Attachment G

The original proposal and **six** completed copies must be delivered no later than **close of business on Friday, April 20, 2018** to the following address:

Workforce Investment Board for Macon & DeWitt Counties
Attention: Rocki Wilkerson
757 W. Pershing Road
Decatur, IL 62526

The Youth Council of the Workforce Investment Board for Macon & DeWitt Counties will evaluate the proposals and make recommendations to the Board for action.

YOUTH FUNDING: The funding amount available for contracts is subject to the allocation of federal funds by the U.S. Department of Labor and State of Illinois Department of Commerce. Funding allocations for the local area are expected in April or May 2018. Contracts will be issued in accordance to available funding.

If you have any questions regarding this RFP, contact Rocki Wilkerson at 217-875-8720

Proposal Cover Sheet

General Agency Information (Information provided here is in reference to the agency submitting the proposal).

Name of Agency: _____

Address: _____

City/Zip (9 digit code): _____

Telephone Number: _____

Federal Employer's Identification Number: _____

Contact Person/Title: _____

Name and Title of the person authorized to Sign Contract:

Title of Project: _____

Amount of Funds Requested: \$ _____

_____ In-School

_____ Out-of-School

Start Dates and End Dates of Project:

From: _____ To: _____

Service Area: Area which proposed project will cover (check as appropriate):

_____ Macon _____ DeWitt _____ Other

Indicate other boundary if more restricted than

above: _____

Authorized Agency Signature

Date

Fiscal Standards Questionnaire
Workforce Investment Area 19

1. Does your agency have guidelines for fiscal management? Yes No

2. Is a chart of accounts used? Yes No

3. List the control ledgers/journals and any subsidiary registers or books of account used in recording the receipt and disbursement of agency funds.

4. Specify the frequency or date when your agency's books or accounts are closed for financial reporting:_____.

5. Specify the frequency or dates when bank accounts are reconciled with the books or record:_____.

6. Are financial reports prepared and distributed on a regular basis? Yes No

7. Name/Title and qualifications of the party responsible for your agency's accounting function:_____

8. Does your agency maintain an inventory control system? Yes No

9. Is the person(s) responsible for fiscal matters bonded? Yes No

10. Does your agency have a general liability insurance policy that would hold LWIA #19 and the County of Macon, the Workforce Investment Board harmless from liabilities arising from bodily injury, illness, or other damages or losses of person or property, or any claims arising out of any activity under a WIA contract or agreement? Yes No

11. Will your agency maintain a separate checking account for any funds received from the County of Macon as a result of this contract? Yes No

12. Attach a copy of the most recent "Management Letter" from your auditor.

Statement of Assurances

In submitting this project proposal, the service provider assures and certifies that:

1. Any funds that may be received through this application will only be used to fund those projects that are beneficial to Workforce Area #19 as a whole or in part as identified.
2. It will comply with the requirements of the Workforce Innovation & Opportunity Act (WIOA) of 2015, hereinafter referred to as the ACT, and with applicable regulations and policies promulgated there under by the Federal government, i.e. GAAP, Code of Conduct, Termination, Debarment, Labor Laws such as; Copeland Anti-Kickback Act, Davis Bacon Act, lobbying rules, patent rights, Clean Air Act, Energy Policy and Conservation.
3. Contractor will also comply with applicable policies of the State of Illinois, Illinois Department Commerce and Economic Opportunity, and WIA #19 policies affecting this RFP. A full explanation of any of the mandatory administrative rules, contract compliance clauses, certifications or WIA #19 policies may be requested at any time prior to the submission of the RFP.
4. It will comply with the non-discrimination and non-sectarian activities and provisions of the ACT.
5. It will permit and cooperate with Federal investigations undertaken in accordance with the ACT.
6. It will permit as often deemed necessary by WIA #19, the Illinois Department of Commerce and Economic Development, Comptroller of the State of Illinois, or the Comptroller General of the United States, or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers and records involving transactions related to funding under this proposal.

That WIA #19 shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under funded projects. Any publication, including; news articles, brochures, flyers, or similar material produced as a result of funds provided under WIOA by the WIA #19 shall include the following citation:

This project was conducted with funding provided under programs of the Workforce Innovation & Opportunity Act by Workforce Investment Solutions for Macon & DeWitt Counties and the Illinois Department of Commerce and Economic Opportunity and does not necessarily represent whole or in part the viewpoint of either agency.

Authorized Signature of Agency

Date

YOUTH PROGRAM ELEMENTS

Attachment D

| Youth Program Element | Included in proposed program (X) | Provided by other community organization (X) | If provided by other organization, provide name of organization |
|--|----------------------------------|--|---|
| Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential | | | |
| Alternative secondary school services, or dropout recovery services, as appropriate | | | |
| Paid and unpaid work experiences that have as a component academic and occupational education, which may include— <ul style="list-style-type: none"> • summer employment opportunities and other employment opportunities available throughout the school year; • pre-apprenticeship programs; • Internships and job shadowing; and • On-the-job training opportunities; | | | |
| Occupational skill training, which may include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved | | | |
| Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster | | | |
| Leadership development opportunities, which may include community service and peer centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate | | | |
| Supportive services | | | |
| Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months | | | |
| Follow-up services for not less than 12 months after the completion of participation, as appropriate | | | |
| Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate | | | |
| Financial Literacy Education | | | |
| Entrepreneurial skills training | | | |
| Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services | | | |
| Activities that help youth prepare for and transition to postsecondary education and training. | | | |

Outcomes of Proposed Program

Total Number of Participants _____

Total Number of Completions _____

Total Number of Youth Placed in
Work-based Learning Activities _____

Placement Details

Number Placed in Education _____

Number Joined Military _____

Number Placed in Employment _____

Credentials

Number Obtained Credentials _____

BUDGET INSTRUCTIONS

The proposing agency must submit a complete budget summary that would include the following, if applicable:

CLASSROOM/VOCATIONAL/WORK BASED LEARNING ACTIVITIES

Participant Fees: This amount should represent payments of tuition, fees, books, supplies and materials for participants enrolled in classroom/vocational/work- based learning activities.

Instructor/Teacher/Supervisor Wage & Fringe: These amounts should represent payment for instructor/teacher wage/fringe for classroom portion of project and payment for supervisors' wage/fringe for work based learning portion of project

DIRECT STUDENT COSTS

Student Stipends (Classroom Activity): This Represents payment of stipends paid to students while participating in classroom activity. The amount of \$7.75 per hour should be used. No fringes or taxes are taken from students stipends. **Stipends will be paid by LWDA #19 directly to client.**

Student Wage/Fringe (Work Based Learning Activity): This represents payment of wages and fringes to students while participating in work based learning portion of the project. The amount of \$7.75 per hour is to be used for participants under 18 and \$8.25 for students age 18 and older. **Wage/Fringe will be paid by LWDA #19 directly to client.**

TRANSPORTATION

Customer Transportation: This amount represents payments necessary for transportation to enable the enrollment and participation of participants in the activities.

OTHER COSTS: This amount represents payment for training supplies, materials, printing, staff travel, facility rental and other goods and services. **This amount cannot exceed 20% of the total contract.**

TOTAL BUDGET: The total budget is the total of all costs combined.

TOTAL CONTRACT: The total contract minus customer wage/fringes and stipends.

IMPORTANT TO REMEMBER

- When calculating instructors'/supervisors' wages you should use the fringe rates subject to your agency ; not necessarily the same fringe rate used for customers
- The workers compensation fringe for customers has been excluded in calculations. Worker's compensation is provided by LWDA #19.
- An equipment inventory list must be included with any proposal with line items requesting the acquisition of specific equipment.
- It is very important to include any costs the agency will be providing in order to operate this project. These can be direct or in-kind

BUDGET DETAIL WORKSHEETS

Refer to the Budget Instructions (Attachment G) before completing the Budget Detail Worksheets.

WIA COSTS

AGENCY COSTS

A. CLASSROOM / VOCATIONAL ACTIVITY / WORK EXPERIENCE

Participant Fees

| | | | | | |
|--|-----------------------|---|-------------|---|-----------------|
| | <u># Participants</u> | | <u>Rate</u> | | <u>Subtotal</u> |
| Attach a detailed list of specific fees: | _____ | x | _____ | = | \$ _____ |

Instructor/Teacher Wages /Work Experience Supervisor Wages

| <u>Title</u> | <u>#</u> | <u>Daily Salary</u> | <u>No. of Days</u> | <u>Subtotal</u> |
|--------------|----------|---------------------|--------------------|-----------------|
| _____ | ___ | x _____ | x _____ | = \$ _____ |
| _____ | ___ | x _____ | x _____ | = \$ _____ |
| _____ | ___ | x _____ | x _____ | = \$ _____ |
| _____ | ___ | x _____ | x _____ | = \$ _____ |
| _____ | ___ | x _____ | x _____ | = \$ _____ |
| _____ | ___ | x _____ | x _____ | = \$ _____ |

| | | | | | | |
|-------|---|-------|---|-------|---|----------|
| _____ | x | _____ | x | _____ | = | \$ _____ |
| _____ | x | _____ | x | _____ | = | \$ _____ |
| _____ | x | _____ | x | _____ | = | \$ _____ |
| _____ | x | _____ | x | _____ | = | \$ _____ |

Total Instructor/Teacher/Supervisor Wages \$ _____

Instructor/Teacher/Supervisor Fringes (Classroom & Work Experience Activities)

| | <u>% Rate</u> | | <u>Total Wages</u> | | <u>Subtotal</u> |
|---|---------------|----------|--------------------|---|-----------------|
| FICA | _____ | x | _____ | = | \$ _____ |
| Worker's Comp. | _____ | x | _____ | = | \$ _____ |
| Unemployment Ins. | _____ | x | _____ | = | \$ _____ |
| Health/Life Ins. | _____ | x | _____ | = | \$ _____ |
| Total Instructor/Teacher Fringes | | | | | \$ _____ |

A. **TOTAL CLASSROOM/WORK EXPERIENCE ACTIVITY** \$ _____ \$ _____ \$ _____

B. DIRECT STUDENT COSTS

Classroom / Vocational Activity

Student Stipends (Classroom Activity)

| <u># of Participants</u> | | <u>Hours/Day</u> | | <u># of Days</u> | | <u>Rate</u> | | <u>Subtotal</u> |
|--------------------------|---|------------------|---|------------------|---|-------------|---|-----------------|
| _____ | x | _____ | x | _____ | x | \$7.25 | = | \$ _____ |
| _____ | x | _____ | x | _____ | x | \$7.25 | = | \$ _____ |
| _____ | x | _____ | x | _____ | x | \$7.25 | = | \$ _____ |

B. 1. Total Student Stipends \$ _____

Work Experience Activity (* See Budget Instructions)

Student Wages (Work Experience Activity)

| <u># of Participants</u> | | <u>Hours/Day</u> | | <u># of Days</u> | | <u>Rate</u> | | <u>Wage Base</u> |
|--------------------------|---|------------------|---|------------------|---|-------------|---|------------------|
| Age 14-17 _____ | x | _____ | x | _____ | x | \$7.75 | = | \$ _____ |
| Age 18-21 _____ | x | _____ | x | _____ | x | \$8.25 | = | \$ _____ |

Student Fringes

Total Wage Base

FICA (7.65%) x _____ = \$ _____

B. 2. Total Student Wages & Fringes \$ _____

B. TOTAL DIRECT STUDENT COSTS \$ _____ \$ _____ \$ _____

E. TOTAL BUDGET

\$ _____ \$ _____ \$ _____

F. TOTAL CONTRACT

\$ _____ \$ _____ \$ _____

(Subtract student wages, fringes, stipends from Budget Total)

NOTE: Transfer costs from this detail budget to Budget Summary

BUDGET SUMMARY

Agency: _____

Contract Period: Beginning _____ Ending _____

| | WIA COSTS | AGENCY COSTS |
|--|-----------|--------------|
| A. Classroom / Work Experience Activities | | |
| B. Direct Student Costs 1. Stipend _____ 2. Wage/Fringe _____ | | |
| C. Customer Transportation | | |
| D. Other Costs | | |
| E. Total Budget | | |
| F. Total Contract | | |

* Costs are transferred from Budget Detail Worksheets