



SOUTHEASTERN ARIZONA

A proud partner of the  network

THIS CONTRACT is made and entered into this 10<sup>th</sup> day of March, 2020 by and between Cochise Private Industry Council, Inc., dba ARIZONA@WORK-Southeastern Arizona (“ARIZONA@WORK”), and James E. Mize (“CONTRACTOR”).

In accordance with RFP-20-13-BOS-02, Cochise County, on behalf of ARIZONA@WORK, hereby awards a single/multiple year CONTRACT to the CONTRACTOR in order to fulfill the requirements, as identified throughout the subject document, to the satisfaction of ARIZONA@WORK, as outlined within this contract.

The CONTRACTOR shall commence billable work on the effective date of this contract, 10<sup>th</sup> day of March, 2020. The CONTRACTOR shall prepare an itemized invoice that includes an itemized invoice(s) that includes CONTRACTOR company name, phone number, invoice number, email address and mailing address. The CONTRACTOR shall email and/or mail the invoices to:

ARIZONA@WORK-Southeastern Arizona  
Attn: Accounts Payable  
900 Carmelita Drive  
Hereford, AZ 85635

Email: [kaylene.york@cpic-cas.org](mailto:kaylene.york@cpic-cas.org)

**PERIOD OF PERFORMANCE:**

Base Year:	03/10/2020-03/09/2021
Renewal Option 1:	03/10/2021-03/09/2022
Renewal Option 2:	03/10/2022-03/09/2023
Renewal Option 3:	03/10/2023-03/09/2024
Renewal Option 4:	03/10/2024-03/09/2025

As the One Stop Operator (OSO) I will manage all aspects of the integrated service delivery coordination to foster partnerships to promote Center function as a multi-agency team and ensure seamless service to customers, including:

#### **System Partner Coordination:**

The OSO shall, at a minimum:

- Monitor all System Partner Memorandums of Understanding (MOUs) to ensure maximum availability of services for customers.
- Coordinate training for System Partner staff. Coordinating training includes, but is not limited to: identifying training needs, scheduling trainers and facilities for training sessions, to be funded by System Partners, and tracking System Partner staff participation. Training costs, which will be paid by the System Partners, must be approved in writing and in advance.
- Schedule and staff quarterly System Partner meetings. Staffing duties include preparing meeting agendas, distributing meeting agendas to System Partners and Contractor staff in advance of the meetings, facilitating the meetings, taking meeting minutes, and distributing meeting minutes to System Partners and Contractor staff.
- Ensure Contractor logos and branding are used exclusively and consistently.

#### **Continuous Improvement Efforts:**

The OSO shall, at a minimum:

- Administer customer satisfaction surveys for first time customers via email or in-person;
- Administer event participant survey for recruitments and other events in-person or via email within three business days of the event;
- Conduct at least one customer focus group twice a year to improve customer and participant satisfaction; and
- Research best practices and provide continuous improvement recommendations on an annual basis

#### **ACCESSIBILITY AND EQUAL OPPORTUNITY**

The OSO shall ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefit of, or subject to discrimination under, any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. The OSO will demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves the OSO ensuring its staff receive accessibility training

and may involve developing accessibility plans. The OSO shall ensure all written material and communications include the statement: "Equal Opportunity Employer/Program; Auxiliary Aids and Services are available upon request" along with a contact number to coordinate needed arrangements. The OSO shall comply and adhere to all Federal and Arizona State regulatory guidance and practices in regard to equal opportunity and ADA compliance.

#### **ADMINISTRATIVE ISSUES:**

The OSO shall adhere to the following requirements:

##### General:

- Comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards;
- Comply with WIOA's funding requirements and for any disallowed costs or illegal expenditures in accordance with Uniform Guidelines 2 CFR 200; and
- Utilize the branding of "Proud Partner of ARIZONA@WORK" name and logo on any printed material that will promote association with the program. The OSO is prohibited from displaying its own name or logo exclusively on any materials associated with performing the scope of work.

##### **Records:**

- Maintain confidentiality when accessing or utilizing Arizona Job Center (AJC) and maintain computer equipment with compatible software;
- Invoice in accordance with the payment information listed in this Contract;
- Maintain an accounting system that tracks funding for these services separately from other funding sources;
- Maintain a payroll ledger and submit Journals and a General Ledger as requested by the County;
- Use an accrual method of accounting;
- Retain program files and records, in compliance with Federal and State WIOA requirements and the County's record retention policies; and
- All records must be filed and maintained in accordance with all Federal and Arizona State Statutes, and the Contractor shall, upon the County's request, make all associated financial data available to the County for audit.

##### **DOL Training and Employment Guidance Letter:**

WIOA No. 15-11, dated January 17, 2017 (or most recent version)

- Disclose to the County any potential conflicts of interest arising from any relationships it has with particular training service providers or other service providers, including but not limited to career services providers;

- Refrain from establishing practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- Comply with Federal and State regulations and procurement policies relating to the calculation and use of profits.

**REPORTING REQUIREMENTS:**

The OSO shall comply with the following reporting requirements:

Monthly:

- Communicate with System Partners to provide updates on operations and address potential issues via email or telephone or meet as an on needed basis.

Quarterly:

- Attend either the Local Workforce Development Board (LWDB) or the Board's Executive Leadership Committee meeting;
- Submit written reports to the County to include:
  - the number of customized recruitments and job fairs hosted at the Centers and the number of job seekers in attendance;
  - number of customers welcomed at each Center;
  - success stories;
  - system updates;
  - results of customer satisfaction surveys and any event participant survey results, including a list of recommended system improvements to address any concerns identified by customers or participants; and
  - other information requested by the County, in a form to be approved by the County.

Submit quarterly budget report(s) to Cochise County Procurement Department.

Annually:

- Submit annual reports to the County to include:
  - program year statistics tallied from quarterly reports, and
  - other information requested by the County, in a form to be approved by the County;
- Prepare written Board and Board committee reports for LWDB review; and
- Prepare and present requested information to the Board and Board committee, as directed by LWDB.

**Total Cost:**

Task 01 – Salary \$10,000.00 - Hourly rate - \$100 x total 100 hours

**ACCEPTANCE OF OFFER:**

This contract is accepted by the CONTRACTOR on 10<sup>th</sup> March, 2022.

If WIOA funding is reduced or terminated, then either party may provide written notice of cancellation to cancel this agreement without further obligation.

If a dispute arises under this agreement, the parties agree to exhaust all applicable administrative remedies.

**James E. Mize**

Signature: James E. Mize

Title: One Stop Operator

**ARIZONA@WORK-Southeastern Arizona**

Signature: Vada Phelps

Print Name: Vada Phelps

Title: Executive Director



# COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603  
Phone: (520) 432-8390 | Fax: (520) 432-8397

20-18-SUP-02

## Offer Acceptance Award Letter

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THIS CONTRACT is made and entered into this 10th day of March, 2020 by and between COCHISE COUNTY ("COUNTY") on behalf of Cochise Private Industry Council, Inc., dba Arizona @ Work Business and Workforce Development Center ("Arizona@Work"), and James E. Mize ("CONTRACTOR").

In accordance with RFP 20-13-BOS-02, the COUNTY, on behalf of Arizona@Work, hereby awards a single/multiple year CONTRACT to the CONTRACTOR in order to fulfill the requirements, as identified throughout the subject document, to the satisfaction of Arizona@Work, as outlined within the solicitation, hereby referred to as the CONTRACT, and as proposed by the CONTRACTOR. Only those personnel listed as authorized ordering officials, or the County's Procurement Department, will have authority to make orders from this CONTRACT.

The CONTRACTOR shall not commence any billable work or provide any material or services under this CONTRACT until CONTRACTOR receives an executed copy of the CONTRACT and/or PO or is otherwise directed to do so by Arizona@Work. Arizona@Work will pay the CONTRACTOR within thirty (30) days of services rendered following the submission of an itemized invoice(s) that includes CONTRACTOR company name, phone number, invoice number, email address, mailing address, and prior Arizona@Work approval for any services rendered. No payment shall be issued prior to receipt of service and a correct invoice. Each payment request must bear written certification by an authorized Arizona@Work representative confirming the services for which payment is requested have been performed and received.

### PERIOD OF PERFORMANCE FOR MULTIPLE YEAR AWARDS:

Base Year:	03/10/2020 – 03/09/2021
Renewal Option 1:	03/10/2021 – 03/09/2022
Renewal Option 2:	03/10/2022 – 03/09/2023
Renewal Option 3:	03/10/2023 – 03/09/2024
Renewal Option 4:	03/10/2024 – 03/09/2025

**CONTRACTOR:**

James E. Mize  
10500 N. Camino De Oeste  
Tucson, AZ 85742  
520-440-5388  
Jmize44066@aol.com

**AUTHORIZED ORDERING OFFICIAL:**

Anita Baca  
Cochise County Housing Authority  
1415 Melody Lane Building A  
Bisbee, AZ 85603  
520-432-8883  
Abaca@cochise.az.gov

Vickie Simmons  
Arizona @ Work  
Business and Workforce Development Center  
2600 E. Wilcox Dr. Rm. H-106  
Sierra Vista, AZ 85635  
520-458-9309  
Vickie.simmons@cpic-cas.org

Vada Phelps  
Arizona @ Work  
Business and Workforce Development Center  
900 Carmelita Drive  
Sierra Vista, AZ 85635  
520-439-3542  
Vphelps@cpic-cas.org

**COUNTY PROCUREMENT:**

Nicole Diaz  
Cochise County Procurement  
1415 Melody Lane Building C  
Bisbee, AZ 85603  
520-432-8392  
NDiaz@cochise.az.gov

**ACCEPTANCE OF OFFER:**


The offer is hereby accepted, and the CONTRACTOR is now bound to sell or provide the materials, services, or construction, as indicated by the PO or Award Letter and based upon the solicitation documents, including all its attachments and amendments, and the offer as submitted by the CONTRACTOR and accepted by the COUNTY.


This contract is for: A One Stop Operator to be overseen by Arizona @ Work and shall not exceed \$10,000.00 annually.

This contract shall henceforth be referenced as Contract 20-13-BOS-02. The CONTRACTOR is cautioned not to commence any billable work or to provide any materials or services under this Contract until directed to do so by Arizona @ Work.

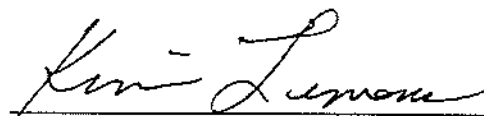
Awarded this 10th day of March, 2020.

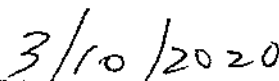
**BOARD OF SUPERVISORS:**

  
\_\_\_\_\_  
Thomas E. Borer  
Chairman

  
\_\_\_\_\_  
Date

**ATTEST:**

  
\_\_\_\_\_  
Kim Lemons  
Clerk of the Board

  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

By:   
\_\_\_\_\_  
Britt Hanson  
Chief Civil Deputy County Attorney

02 26 20  
\_\_\_\_\_  
Date



# MEMORANDUM OF AGREEMENT

Between

**CPIC, Inc. Community Services**

And

**ARIZONA@WORK-Southeastern Arizona Local Workforce  
Development Board**

This Memorandum of Agreement (“MOA”) effective upon approval of all parties, is between CPIC, Inc. Community Services (CPICCS) and ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board (AZSE LWDB). This MOA is in effect from July 01, 2020 to June 30, 2025 unless cancelled prior to that date in writing. An amendment to this MOA will be prepared and signed by both parties annually through June 30, 2025. This MOA may be cancelled at any time by either party giving 90 days written notice to the other party. The MOA may be modified at any time by written modification mutually agreed upon by both parties.

1. **Purpose:** Provide for a partnership between CPICCS and AZSE LWDB to provide ARIZONA@WORK-Southeastern Arizona Adult, Dislocated Worker and Youth Workforce services for Title IB participants.
2. **Organizational Responsibilities:**

## **Southeastern Arizona Local Workforce Development Board**

1. Funding will be provided on a cost reimbursement basis not to exceed \$3,519,518 (PY20), to provide funding for direct services for the Title IB Adult, Dislocated Worker and Youth programs and costs to staff and operate the Job Centers in Cochise, Graham and Greenlee counties for the year ended June 30, 2021. An amendment to this MOA will be prepared and signed by both parties annually through June 30, 2025.
2. Review and evaluate program performance at least annually to ensure provision of expected quality of service.
3. Provide technical assistance as needed.
4. Evaluate program development and progress toward meeting enrollment and performance goals.

## **CPIC, Inc. Community Services**

Provide the direct services of Title IB Adult, Dislocated Worker, and Youth programs. (Note: Adult, Dislocated Worker programs in Cochise, Graham and Greenlee counties. Youth program in Graham and Greenlee counties only.)

1. Provide salaries and employee related benefits for: 1 Community Services Director, 7 Career Advisors, 1 Workshop Instructor, 2 Business Services Representatives, 2 Youth Career Advisors, 6 Receptionists/Resource Aids.
2. Provide pre-service and in-service training, technical assistance and staff development opportunities for the staff listed in item 2 in this section.
3. Work with One Stop Operator to convene all Core Partners and assist Community Services Director as needed.
4. Monitor and evaluate program development and progress toward meeting/exceeding enrollment goals and performance goals as negotiated with the State of Arizona.
5. Report to LWDB staff monthly on program development and progress toward meeting enrollment and performance goals.

### **3. Funding & Billing:**

5. The SEAZ LWDB agrees to allocate an amount not to exceed \$3,519,518 (PY20), for the contract year to CPIC, Inc. Community Services for direct program services for Adult, Dislocated Worker and Youth Title IB program and costs to staff and operate the Job Centers in Cochise, Graham and Greenlee counties for the year ended June 30, 2021. An amendment to this MOA will be prepared and signed by both parties annually through June 30, 2025.

### **4. Miscellaneous:**

1. Each party and its employees and agents shall maintain confidentiality and safeguard all confidential information of the other party including without limitation, client information, business practices, information systems, security passwords, financial information and property (collectively referred to as "Confidential Information"), and shall not disclose such Confidential Information or make it available to any person, or use it in any way other than as contemplated by this agreement. Each party's obligations to maintain and safeguard, not to disclose such Confidential Information or make it available to any person or use it in any way other than as contemplated by this agreement. Each party shall further report to the other party any use or disclosure of Confidential Information that it becomes aware of and which is not authorized by this Agreement. Each party's obligations to maintain and safeguard, not to disclosed, and to report unauthorized disclosures of Confidential Information shall survive the termination of the agreement.
2. The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration and nondiscrimination.
3. Conflict of Interest. This agreement is subject to Section 38-511 of the Arizona Revised Statutes. This agreement may be canceled if any person significantly involved in initiating, negotiating, securing, drafting, or creating this agreement on behalf of

either party is and employee, consultant, or agent of any other party to this agreement.

4. If a dispute arises under this agreement, the parties agree to exhaust all applicable administrative remedies.
5. If WIOA funding is reduced or terminated, then either party may provide written notice of cancellation to cancel this agreement without further obligation.

**5. General Agreement:**

1. This agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This agreement shall be governed by the laws of Arizona, the courts of which state shall have jurisdiction over its subject matter.
2. The individuals signing below on behalf of CPIC, Inc. Community Services and Southeastern Arizona Local Workforce Development Board here by represent and warrant that s/he is duly authorized to execute and deliver this agreement on behalf of their respective entities and that this agreement is binding upon the parties in accordance with its terms.
3. Any notice required or permitted hereunder shall be in writing and shall be deemed given if delivered in person or three days after mailing by United States registered or certified mail, postage prepaid, and addressed as follows:

To CPIC, Inc. Community Services:

To SEAZ LWDB:

Vickie Simmons, Community Services Director  
CPIC, Inc. Community Services  
2600 E. Wilcox Drive, Rm. H-106  
Sierra Vista, AZ 85635

Vada Phelps, Executive Director  
Southeastern Arizona LWDB  
900 Carmelita Drive  
Sierra Vista, AZ 85635

**CPIC, Inc. Community Services**

**Southeastern Arizona LWDB**

Signature: 

Signature: 

Print Name: Vickie Simmons

Print Name: Vada Phelps

Title: Community Services Director

Title: Executive Director

Date: July 1, 2020

Date: July 1, 2020



## Local Workforce Development Board

### Action Item

Request for approval for Youth Provider for Cochise County only:

CPIC, Inc., of ARIZONA@WORK-Southeastern Arizona recommend Professional Youth Quest (PYQ) be awarded the contract to provide youth services in Cochise County. Contract period begins July 01, 2020 to June 30, 2021 and may be extended for up to three (3) years based on satisfactory performance.

A handwritten signature in cursive script that reads "Ron Austin".

Signed by

December 17, 2020

Date

AZ@WORK-Southeastern Arizona

Project: Youth Services -- PY20 Youth Funds

Subcontractor: Professional Youth Quest (PYQ)  
2600 E. Wilcox Drive, H-106  
Sierra Vista, AZ 85635

2020-2021 Contract Amount: \$550,056

WHEREAS, AZ@WORK-Southeastern Arizona (AWSA) and Professional Youth Quest (PYQ) entered into a general services agreement to provide workforce development services for youth in Cochise County funded by the Workforce Innovation and Opportunity Act Title 1B Youth Program and other non-Federal funding sources.

WHEREAS, AZ@WORK-Southeastern Arizona received PY20 formula funds for Youth. Professional Youth Quest will provide workforce development services for the WIOA Title 1B youth program.

AZ@WORK-Southeastern Arizona shall reimburse Professional Youth Quest for services rendered and costs incurred by Professional Youth Quest up to but not to exceed \$550,056 for the WIOA Title 1B youth program. All other provisions of the general services agreement, shall remain in effect and be binding upon the parties.

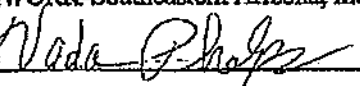
IN WITNESS WHEREOF, the parties have affixed their signatures to this Contract on the 1<sup>st</sup> day of July, 2020.

For Professional Youth Quest (PYQ):

Signature 

Angie, Luna, Director, Professional Youth Quest

For AZ@WORK-Southeastern Arizona, Inc. (AZSA)

Signature 

Vada Phelps, Executive Director

Signature 

Vickie Simmons, Community Services Director

## **Professional Youth Quest (PYQ)**

### **Youth Services Contract Attachment**

**Effective July 1, 2020**

#### **Purpose of the Workforce Innovation and Opportunity Act**

*The Workforce Innovation and Opportunity Act (WIOA) was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing: 1. A stronger alignment of the workforce, education, and economic development systems; and 2. Improving the structure and delivery in the system to assist America's workers in achieving a family-sustaining wage while providing America's employers with the skilled workers they need to compete on a global level.*

#### **State Priorities**

The Local Workforce Development Board shall determine the most appropriate activities to be conducted to fill the gaps in local youth services, with consideration given to activities and providers that:

- provide appropriate services based on age and individual youth needs;
- demonstrate involvement of the business/employer community;
- demonstrate prior successes in providing employment and training services to youth;
- prepare youth for and [foster] success in employment;
- improve educational achievement;
- provide high [level of] support for youth;
- demonstrate the connection between learning and work;
- provide comprehensive guidance and counseling;
- provide accommodations for special needs populations;
- minimize barriers to youth success;
- have active advisory committee of parents, community members involved with youth, local business, and educators;
- coordinate activities with local schools (secondary and post-secondary);
- develop relationships between youth and caring adults;
- involve family members;
- build youth responsibility;
- develop youth citizenship and leadership skills;
- place high expectations on youth and staff; and
- provide follow-up services.

#### **ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board's Vision**

ARIZONA@WORK-Southeastern Arizona's Local Workforce Development Board will create a comprehensive workforce investment framework anchored in the underlying principles of the Workforce Innovation and Opportunity Act of 2014 and the State's four broadly defined strategic economic and workforce development goals. The new framework will be based on the key principles of WIOA, to include: streamlined services, empowerment for individuals, universal

access, increased accountability, strong local board and private sector roles, state and local flexibility, and improved services.

This seamless system will be responsive to the needs of both employers and people seeking self-sufficiency through employment. The ultimate measure of success, using the "no wrong door" approach to the One-Stop service delivery system, will be the availability of a skilled workforce for employers in Graham and Greenlee Counties.

### **ARIZONA@WORK-Southeastern Arizona Local Workforce Development Board (LWDA) Priorities:**

The Local Workforce Development Board is responsible for recommending a distribution plan for WIOA youth funds and providers of WIOA youth services, identified through a competitive process, to the SEAZWC Board.

The Local Workforce Development Board's priorities for youth services represent a considered response to the need for youth workforce development services in Cochise County within the framework of the WIOA and the SEAZWC Board's Strategic 5-Year Plan. The following priorities are intended to guide the Youth Provider's activities and to assist the LWDA in recommending the award of contracts to provide youth services.

First, The LWDA intends that WIOA services provide youth participants with appropriate tools to become economically and personally self-sufficient.

Second, The LWDA intends to direct resources to areas where existing resources are inadequate to meet the needs, and to prioritize critical services, and areas where the gaps between existing resources and service needs are greatest.

Third, The LWDA has the responsibility to ensure that service providers meet the performance standards required for youth under the law and defined by the State. The LWDA will ensure that the mix of recommended programs will achieve the highest possible performance on WIOA core indicators for youth.

Fourth, The LWDA recognizes that there is a need for workforce development services throughout Cochise County. The impact of rural and border issues strongly affect attitudes about work opportunities and employment services.

Fifth, The LWDA intends that WIOA services be linked with Cochise County's larger economic and workforce development initiatives and plans developed by local businesses, governments and educational entities, as well as directed towards the needs of individual youth participants.

Sixth, Services provided by WIOA funds will be linked with current youth programs such as the Youth Transition Program at public high schools. The LWDA does not intend to duplicate

services that are already available within the community and intends to encourage collaboration among youth service providers. The LWDA expects that youth workforce development services funded through the Workforce Innovation and Opportunity Act will fill gaps in services. Filling service gaps may include expanding or enhancing existing workforce development services.

### **Workforce Innovation and Opportunity Act (WIOA) Youth Activities**

WIOA Sec. 129 authorizes workforce investment activities for eligible youth in each local Workforce Investment Area.

#### **1. YOUTH SERVICES**

The Workforce Innovation and Opportunity Act Section 129 (c) (1) specifies 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, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
- 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 taking into account the assessment conducted.
- 3) Provide:
  - a) Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a 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 to intermediaries with strong links to the job market and local, regional employers.

#### **2. IN SCHOOL ELIGIBILITY**

Under WIOA, youth are eligible for services if they are age 14 through 24. Youth are eligible to participate in In-School WIOA Youth Programs if they are:

- (1) between ages 14 and 21;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are attending school; and
- (5) are low-income under one (1) of the categories below:
  - a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
  - b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)



- c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
- d. Family income at or below the income guidelines
- e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
- f. Publically funded foster child
- g. Receives or is eligible to receive free or reduced price lunch
- h. Lives in a high poverty area
- i. Disabled youth with own income at or below the income guidelines

They also must meet one or more of the following criteria:

- Basic skills deficient
- English language learner
- Offender
- Homeless
- Runaway
- Foster Care
- Pregnant or Parenting
- Disability
- an individual who requires additional assistance to complete an educational program or to obtain and retain employment

Note: Up to 5% of participants may be individuals who do not meet the income criteria but do meet one or more of the above-mentioned barriers.

### **MANDATORY PROGRAM REQUIREMENTS**

All youth programs provided with WIOA funds must provide:

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
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 taking into account the assessment conducted.
3. Provide:
  - a) Activities leading to attainment of a secondary school diploma or its recognized equivalent or a 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 to intermediaries with strong links to the job market and local, regional employers.

### **WIOA-REQUIRED PROGRAM ELEMENTS**

The following fourteen program elements must be **available** to all participants, as deemed appropriate in the participant's Individual Service Strategy. The Southeastern Arizona Workforce Connection Local Workforce Development

Board does not anticipate that WIOA funds will cover all fourteen elements; however, any programs that receives WIOA youth funds must ensure that all fourteen are available. Bidders are encouraged to find creative ways to ensure that each element is provided, particularly by forming partnerships with other youth providers, educators and/or employers.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school services, as appropriate;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned within demand industry sectors or occupations;
6. Leadership development opportunities, which may include such activities as positive social behaviors and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services for at least 12 months period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors and occupations;
14. Activities that help youth prepare for and transition to post-secondary education and training.

#### **PURPOSE OF THESE ACTIVITIES**

- provide, to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers
- ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities
- provide opportunities for training to eligible youth
- provide continued supportive services for eligible youth

- provide incentives for recognition and achievement to eligible youth
- provide opportunities for eligible youth in activities related to leadership, development decision-making, citizenship, and community service.

## **OUT OF SCHOOL YOUTH ELIGIBILITY**

Youth are eligible to participate in Out-Of-School WIOA Youth Programs if they are:

- (1) between ages 16 and 24;
- (2) are a United States citizen or have the right to work; and
- (3) are registered for selective service (applicable males); and
- (4) are not attending school; and
- (5) One or more of the following:
  - a. School Dropout
  - b. Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
  - c. Subject to the juvenile or adult justice system
  - d. Homeless
  - e. Runaway
  - f. Foster Care
  - g. Pregnant or Parenting
  - h. Disability
  - i. Disabled Recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learner\*
  - j. Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment\*

\* Low Income is defined as one or more of the following:

- a. Receiving or in the last 6 months has received assistance through the Supplemental Nutrition Assistance Program (SNAP)
- b. Receiving or in the last 6 months has received assistance through Temporary Assistance for Needy Families program (TANF)
- c. Receiving or in the last 6 months has received Supplemental Security Income (SSI)
- d. Family income at or below the income guidelines
- e. Homeless per section 103 (a) and 103 (c) of the McKinney Act
- f. Publically funded foster child
- g. Receives or is eligible to receive free or reduced price lunch
- h. Lives in a high poverty area

j. Disabled youth with own income at or below the income guidelines

### **Performance Measures**

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas. The Department of Labor announced that WIOA performance measures will go into effect on July 1, 2016.

It is important to note that once an individual is registered into WIOA, the participant will also be counted in the federal WIOA performance measures.

Core indicators of performance for youth aged 19 through 21 are:

- entry into unsubsidized employment;
  - retention in unsubsidized employment 6 months after entry into the employment;
  - earnings received in unsubsidized employment 6 months after entry into the employment; and
  - attainment of a recognized credential relating to achievement of educational skills, which may include attainment of a secondary school diploma or its recognized equivalent, or occupational skills.
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- Core indicators of performance for youth aged 14 through 18 are:
  - attainment of basic skills, and as appropriate, work readiness or occupational skills;
  - attainment of secondary school diplomas and their recognized equivalents; and
  - placement and retention in postsecondary education or advanced training, or placement and retention in military service, employment, or qualified apprenticeships.

### **How performance measures will be calculated**

The following formulas will be used to measure performance, where "registration" means entry into the program, and "exit" means leaving the program.

#### **1. Youth Placement in Employment/Education**

The percentage of youth who are in education/training activities or in unsubsidized employment in the 2<sup>nd</sup> quarter after exit.

#### **2. Youth Retention in Employment/Education**

The percentage of youth who are in education/training activities or in unsubsidized employment during the 4<sup>th</sup> quarter after exit.

#### **3. Median Earnings**

The median average earnings of youth who are in unsubsidized employment in the 2<sup>nd</sup> quarter after exit.

#### **4. Credential Attainment**

The percentage of youth who obtain a recognized post-secondary credential or a secondary school diploma/GED during participation or within 1 year after exit.

#### **5. Skills Gain**

The percentage of youth who are in an education/training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains.

#### **Data and Customer Tracking Systems**

The Arizona Job Connection (AJC) system is the current web-based, state-managed database system that supports workforce systems in Arizona. The successful applicant will be required to use AJC to record and track all participant activities, including services rendered and outcomes achieved.

In addition to reporting and tracking customers through AJC, selected providers must submit monthly reports that document participant enrollments and outcomes on key benchmarks.

#### **File Records, Retention and Ownership**

Respondents must retain program files and records, including customer files and records, in compliance with Federal and State WIOA requirements, and the Partnership's record retention policies. Respondents must maintain and secure accurate case files for every WIOA-registered participant. Case files must contain a variety of documentation including, but not limited to: program eligibility/determination of need; assessment data; Individual Service Strategy (ISS); regular updates (minimally every 30 days); progress reports, case notes, etc.

Respondents must allow local, state and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for seven years, beginning on the last day of the program year.

#### **Oversight, Evaluation and Planning**

SEAZ LWDB and their representative will monitor and evaluate selected respondents to determine if employer and job seeker clients are receiving the most comprehensive, streamlined set of services. We must also ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation will also be conducted periodically by the U.S. Department of Labor, AZ Department of Economic Security WIOA Section and any other agency that provides funds used by SEAZ LWDB to contract for services in the area's workforce system.

## **Accessibility and Equal Opportunity**

All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation or belief. All bidders are expected to demonstrate full compliance with the Americans with Disabilities Act Amendment Act of 2008 (ADAAA) and all other equal opportunity laws. All staff should receive accessibility training, and may involve accessibility plans. All respondents must ensure all written materials and communication include the statement: **“Reasonable accommodations and auxiliary equipment and services are available upon request.”**

## **Assurances**

**We**, recognize that we must comply with the assurances listed below. If we cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustee, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. WE are not currently on any Federal, State of Arizona, or local Debarment List.
3. WE will provide records to show that we are fiscally solvent, if needed.
4. WE have, or will have all of the fiscal control and accounting procedures needed to ensure that WIA funds will be used as required by law and contract.
5. /WE have additional funding sources and will not be dependent on WIA funds alone.
6. **WE will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:
  - Records accurately reflect actual performance
  - Maintaining record confidentiality, as required
  - reporting financial, participant, and performance data, as required
  - complying with Federal and State non-discrimination provisions
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
  - Meeting all applicable labor law, including child Labor Law standards.
7. **We will not:**
  - Place a youth in a position that will displace a current employee
  - Use WIOA money to assist, promote, or deter union organizing.
  - Use funds to employ or train of persons in sectarian activities.
  - Use funds for youth in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

- Use WIOA funds for activities that would interfere with or replace regular academic requirements for eligible youth who are not dropouts.
- Use WIOA funds to carry out programs funded under the School-to-Work Opportunities Act of 1994 unless the program(s) are only for youth eligible to participate under WIOA.