

Delaware County Workforce Development Board



Request for Proposals
Services to Title I Adults and Dislocated Workers
Proposals Due: 5 pm EST May 9, 2022

The Delaware County Workforce Development Board is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

About Delaware County Workforce Development Board

Delaware County Workforce Development Board (DCWDB) is the Workforce Development Board (WDB) for Delaware County. We connect funding, expertise, and opportunities to develop a thriving workforce in Delaware County. DCWDB seeks to deliver workforce development solutions to meet the current and future needs of businesses and job seekers.

The strategic vision of the DCWDB is to create a system that harnesses federal, state, local, and philanthropic resources to invest in employer-demanded skill development to ensure Delaware County has a world-class workforce. The DCWDB connects to regional partners and research-based best practices to add value to the alignment between employers' needs and the workforce development system.

During the Local Plan period of 2021 to 2024, the Delaware County Workforce Development Board will achieve the following goals:

- **Goal 1 Raise Awareness:** The DCWDB will raise awareness of the workforce development system among community members, potential partners, job seekers, and employers. Raising awareness of the workforce development system is critical to engage a wide array of stakeholders and to create an alignment between employers' needs and the workforce development system.
- **Goal 2 Grow Out-of-School Youth Programming:** The DCWDB will grow Out-of-School Youth programming to better engage vulnerable youth and provide a variety of meaningful learning and work opportunities. Developing more Out-of-School Youth programming to maintain a world-class workforce into the future will drive the achievement of this goal.
- **Goal 3 Increase Employer Engagement:** The DCWDB will increase employer engagement and collaboration with economic development and the Chamber of Commerce. Bringing together the networks and resources of the Commerce Center, the Chamber of Commerce, and direct employer engagement allows employers to drive the workforce development system.
- **Goal 4 Increase Work-based Learning:** The DCWDB will increase career pathways and work-based learning opportunities for adults and youth, including pre-apprenticeships, apprenticeships, integrated education and training, on-the-job training, and co-enrollment in programs. Creating work-based on-ramps for workers with or without barriers to employment creates a vibrant workforce development system.
- **Goal 5 Build Systems Connections:** The DCWDB will create formal connections to County systems that serve adults and youth, including the justice system, Child and Youth Services, Foster Care, etc. and continue to build connections to PA CareerLink® partners, program providers, and community-based organizations to collectively meet the needs of job seekers. Positioning the workforce system in alignment with other support systems creates a comprehensive strategy to reduce barriers to employment.
- **Goal 6 Increase Diversity, Equity, Inclusion:** The DCWDB will investigate and address structures and practices that limit diversity, equity, or inclusion in the workforce development system. Delaware County can only achieve a world-class workforce when the talents and goals of all residents are ignited.

Purpose of this RFP

Delaware County Workforce Development Board (DCWDB) is issuing this Request for Proposals (RFP) to identify multiple entities to provide career services and training services for Delaware County job seekers.

The period of base contract for the delivery of services is July 1, 2022, to June 30, 2024. This contract may be renewed for one additional two-year period based on available funds and excellent performance.

Contract Award

The proposals submitted in response to this solicitation is not a legally binding document. However, the contents of the proposal of the successful bidder will become contractual obligations and failure to accept these obligations in a contractual agreement may result in the cancellation of the award.

Procurement Timeline (subject to change)

- Public Notice March 19-21, 2022
- Release RFP on website March 21, 2022
- Bidders Info Session via MS Teams 11 am March 29, 2022
- Proposals Due May 9, 2022, 5 pm EST
- Expected Date for Notification of Award June 16, 2022

Submission of Proposals

Proposals will only be accepted by email and must be received no later than 5:00 p.m. EST on May 9, 2022. The proposal must be emailed to Kate McGeever mcgeeverk@co.delaware.pa.us with a subject line of "Adult & Dislocated Worker Services- Bidder's Name"

Proposals received after this time and date will not be considered for review. Timely receipt of the proposals is the sole responsibility of the proposer.

The actual amount of award will be based on proposed budgets, availability of funds, and standards for use of public funds (all costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories). DCWDB is unable to define with certainty the funding allocation that will be made available for any agreement resulting from this RFP. DCWDB reserves the right to vary or change the terms of any contract executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the contract period, as it deems necessary and in the best interests of DCWDB. The proposal most advantageous to DCWDB in terms of quality and cost will be recommended for funding.

Program Cost Reimbursement

Payment related to any agreement resulting from this RFP will be made on a cost-reimbursement basis. This means your organization must have the financial capacity to pay all costs upfront. DCWDB will require an invoice, proof of expenses, and required documentation to process a reimbursement. DCWDB will only reimburse the provider for actual expenses incurred during the effective dates of the

contract. The reimbursement timeline will be finalized during the contract negotiation. Allowable costs will be determined by all applicable federal, state, and local regulations.

Who can apply?

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, governmental agencies, community-based organizations, and other entities operating in accordance with federal, state, and local law, and in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the federal government, registered in the System for Award Management, not debarred, and have proof of insurance and FIEN/EIN number. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, or County department/agency, a quasi-governmental agency, or Delaware County Workforce Development Board (DCWDB) are ineligible to apply.

Applicant Competency – All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry out the work described in this RFP. Applicants must meet high standards of public service and fiduciary responsibility. DCWDB requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFP be undertaken in accordance with the highest level of integrity and business ethics.

PROPOSAL PROCESS & REQUIREMENTS

How to Apply

All proposals must be submitted to Delaware County Workforce Development Board (DCWDB) electronically via email to mcgeeverk@co.delaware.pa.us no later than 5:00 p.m. EST on May 9, 2022. Emails must have the subject line "Adult & Dislocated Workers Services-[bidders name]." Late proposals will not be considered. Proposals must be submitted in 12-point, Calibri font, double-spaced with 1-inch page margins. Your proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same general order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise, and program design needed to meet the required standards and goals.

1. Cover Sheet

2. Executive Summary – Include each of the following: (maximum 1 page)

- a. Overview of the organization's qualifications and alignment with the services sought by this RFP. Basic organizational description, including year established, legal status, governance structure, mission, principal programs and services, executive leadership, annual budget, and number of staff
- b. Concise description of the proposed services. Experience in similar projects in size and scope to that required by this RFP.
- c. Amount of funding requested for the period of July 1, 2022, to June 30, 2023. Administrative and fiscal capacity, including but not limited to your organization's proven ability to provide financial support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

3. Project Narrative – Describe each of the following for your proposed program: (maximum 8 pages)

- a) Scope of Work: Applicants should directly respond to each of the sections in the scope of work. (Attachment A)
- b) Timeline: Recognizing that any agreement resulting from this RFP would effectively begin on July 1, 2022, provide a timeline illustrating the major goals, activities, and tasks.
- c) Proposed Services: Follow the WIOA benchmarks for Delaware County to describe the proposed number of individuals enrolled, placed in employment, employment rate 2nd quarter after program exit, employment rate 4th quarter after program exit, Median earning 2nd quarter after exit, credential attainment (training services), and Measurable Skill Gains. All proposed service benchmarks must meet or exceed the benchmarks for Delaware County.
- d) Past performance against WIOA benchmarks for July 2019-June 30, 2021 for program enrollment and wages. If performance benchmarks were not met, give a detailed explanation of program changes in the current proposal that will lead to the successful attainment of performance benchmarks in the proposed grant period.

4. **Budget** – Provide a budget for the period of July 1, 2022, to June 30, 2023, including all costs. All costs must be allowable according to applicable federal, state, and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable, and prudent, avoiding unnecessary or unusual expenditures. Refer to the appropriate regulations per the funding source in conjunction with the uniform guidance to identify disallowed costs associated with any agreement resulting from this RFP.

5. **Budget narrative (maximum 1 page)** – Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated, and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to communicate the calculation for staff, general operations, technology, administrative, indirect, and any other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by DCWDB for responsiveness and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by evaluators according to the criteria below, with attention to clarity, completeness, and quality. High-scoring proposals will demonstrate an ability and likelihood to effectively perform the Statement of Work and meet the standards and intended outcomes of this RFP. Select applicants may be requested to participate in presentations or discussions with proposal evaluators and other DCWDB staff; although DCWDB reserves the right to select proposals for an award without such presentations or discussions. Award recommendations of the evaluators will be presented to the DCWDB for final decision. Selection of a proposal for contract Page award will be subject to successful contract negotiations.

Scoring for the required sections of the proposal will be assigned as follows:

- Proposal Review Scoring Rubric Cover Sheet Required, but not scored
- Executive Summary 15 points
- Project Narrative 60 points
- Budget & Budget Narrative 25 points
- Total points available 100 points

The selected applicant will be invited to negotiate a contract for services based on the project described in the proposal, the requirements of this RFP, and stipulations of the funding source.

Review Timeline (all dates are subject to change):

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Questions

All interested parties are highly encouraged to submit questions to obtain the clearest understanding of DCWDB expectations regarding the services sought by this RFP. To register for the Bidders information session on March 29, 2022, at 11 am, email mcgeeverk@co.delaware.pa.us

General Policies

- The DCWDB is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
- The DCWDB reserves the right to accept or reject any or all proposals received and to cancel or reissue this RFP in part or its entirety.
- The DCWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity the DCWDB determines is in its best interest.
- The DCWDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
- The DCWDB reserves the right to negotiate the final terms of any contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of the workforce area.
- The DCWDB reserves the right to contact any individual, agency, employer, or grantees listed in the proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications, and to request additional information from any proposers.
- The DCWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in the cancellation of any contract or agreement awarded.
- The DCWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the DCWDB to have an influencing effect toward their proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of the DCWDB shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.

- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for the release of proposed services at the stated price/cost. Any damages accruing to the DCWDB as a result of a proposer's failure to contract may be recovered from the proposer.
- A contract with the selected proposer may be withheld at the DCWDB's sole discretion if issues of contract, questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist until such issues are satisfactorily resolved. The DCWDB may withdraw the award of a contract if the resolution is not satisfactory to the Board.
- The respondent assures that WIOA funded services, activities and agreements will comply fully with the provisions of WIOA, Section 188, Nondiscrimination and Equal Opportunity regulations (29 CFR Part 38), Title VI of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.

ATTACHMENT A: SCOPE OF WORK

A. Participant Eligibility and Documentation:

The Workforce Innovation and Opportunity Act requires funds to be dedicated according to the specific priority of service to eligible individuals. All Title I Service Providers must serve eligible Adult and Dislocated Workers.

1. Applicants should identify either the general public of Adult/Dislocated Worker job seekers or specific target populations who are part of the Delaware County Workforce Development Board's Priority of Service. Describe the characteristics of the general Adult/Dislocated Worker or the target population and how the applicant will outreach to that group. Successful applicants will demonstrate a deep understanding of the barriers to employment faced by Adult/Dislocated Worker job seekers or the target population and will propose specific strategies to address those barriers. For example, services to citizens returning from incarceration must include access to vital documents, services to high-skilled immigrants must include access to credential transfer supports.
2. All Title I Services Providers will be responsible for the eligibility certification. Paper files of eligibility documentation are required to be maintained by successful applicants in accordance with the PA Labor and Industry record retention policy. Files must be accessible to the DCWDB for monitoring and oversight. Describe the eligibility certification process and document retention policy.

Individuals eligible for Workforce Innovation and Opportunity Act funds under the "Adult" funding stream must be:

- 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Delaware County resident AND
- Meet 235% of the Federal Poverty Income Guidelines.

Individuals eligible for Workforce Innovation and Opportunity Act funds under the "Dislocated Worker" funding stream must be:

- 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Delaware County resident AND
- Be an individual who has been laid off and is unlikely to return to his/her previous industry or occupation OR who has been laid off as a result of a permanent closure/relocation of the employer OR has received a general announcement of a closure OR was formerly self-employed and is now unemployed OR is a displaced homemaker.

3. All Title I Service Providers will be responsible for the data entry of participant eligibility, entry of a robust Individual Employment Plan (IEP), and maintenance of activities reflected in case of notes into the system of record. The system of record is the Commonwealth Workforce Development System, CWDS, an internet-based database through the Department of Labor and Industry. Training will be provided on CWDS to the successful applicants. Describe the data entry and data quality management process. Include case note policy, Personally Identifiable Information policy, and post-employment follow-up practice.

4. All Title I Service Providers will be responsible for the provision of information regarding agency performance on the local performance measures. See attachment B for negotiated performance measures for 2022-23.
5. Describe reporting process, including monthly success stories for public access.

B. Service Provision: Career Services or Training Services

Career Services: Under Workforce Innovation and Opportunity Act funding, Title I Adult and Dislocated Worker Services Contractors offering **Career Services** will be responsible for the following services to eligible Job Seeker participants. Applicants in the **Career Services** category should describe how they will serve the general population of Adult/Dislocated Workers or a specific target population to deliver the following **Career Services**.

1. Determination of individual eligibility for services;
2. Outreach, intake (including verification of a PA CareerLink® profile for all eligible participants), and orientation to the information and other services available through the one-stop delivery system. All successful applicants must contribute to the staffing and operating budget of the PA CareerLink®;
3. Referral to mandated PA CareerLink® partners as well as other agencies in the County as needed;
4. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
5. Labor exchange services; job search and placement assistance, including access to the Internet, career counseling where appropriate;
6. Provision of employment statistics information and labor market information from the PA CareerLink® system such as job vacancy listings, job skills necessary to obtain jobs, local in-demand occupations, earnings, and skill requirements;
7. Provision of information on training services as part of career pathway planning;
8. Provision of accurate information relating to the availability of supportive services available in the local area;

Training Services: Under Workforce Innovation and Opportunity Act funding, Title I Adult and Dislocated Worker Services Contractors offering **Training Services** will be responsible for the following services to eligible Job Seeker participants. Applicants in the **Training Services** category should describe how they will deliver the following **Training Services**.

1. Determination of individual eligibility for services;
2. Outreach, intake (including verification of a PA CareerLink® profile), and orientation to the information and other services available through the one-stop delivery system. All successful applicants must contribute to the staffing and operating budget of the PA CareerLink®;
3. Referral to mandated PA CareerLink® partners as well as other agencies in the County as needed;
4. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
5. Provision of employment statistics information and labor market information from the PA CareerLink® system such as job vacancy listings, job skills necessary to obtain jobs, local in-demand occupations, earnings, and skill requirements as part of career pathway planning;
6. Provision of accurate information relating to the availability of supportive services available in the local area;
7. Referral or provision of information of financial aid assistance for training and education programs, including use of FAFSA to secure grants;

Career Services Continued

9. Referral or provision of information of financial aid assistance for training and education programs, including use of FAFSA to secure grants;
10. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated which may include—diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
11. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
12. Group and/or individualized career counseling and planning;
13. Short-term prevocational services, including the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
14. Workforce preparation activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for a successful transition into and completion of postsecondary education or training, or employment;
15. Financial literacy services;
16. Out-of-area job search assistance and relocation assistance, if eligible;

Training Services Continued

8. Comprehensive and specialized assessments of the skill levels and service needs of adults, dislocated workers, which may include—diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
9. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
10. Enrollment in training services:
 1. Occupational skills training through Individual Training Accounts, including training for nontraditional employment;
 2. On-the-job training;
 3. Incumbent worker training;
 4. registered apprenticeships
11. Referral to Title II English language acquisition and integrated education and training programs;
12. Follow-up services, including counseling regarding the workplace, for participants in workforce activities authorized under this subtitle that are placed in unsubsidized employment, for not less than 12 months after the first day of the employment;
13. Other services as determined by a Partner agency's governing legislation.

Career Services Continued

17. Referral to Title II English language acquisition and integrated education and training programs;
18. Follow-up services, including counseling regarding the workplace, for participants in workforce activities authorized under this subtitle that are placed in unsubsidized employment, for not less than 12 months after the first day of the employment;
19. Other services as determined by a Partner agency's governing legislation.

C. Support of Business Services

Successful applicants for WIOA Adult and Dislocated Worker Career Services or Training Services will be required to support connecting job seekers to employment using business services in the PA CareerLink®. Describe how the program will accomplish the following:

1. Prioritize job search activities using PA CareerLink®
2. Encourage employers to register in PA CareerLink® and refer to Business Service Team for support
3. Report on the percentage of job placements which resulted from searching PA CareerLink® job postings
4. Report on the percentage of employers who hire job seekers and use PA CareerLink®
5. Support the Business Service Team through participation in recruitment events and job fairs coordinated by the PA CareerLink®

D. Professional Development and System Coordination

Successful applicants will have a plan to ensure staff funded by this contract participate in professional development and Delaware County Workforce Development System coordination led by the One-Stop Operator or DCWDB Staff.

E. PA CareerLink® Integration: On-site Staffing and Contribution to Operating Budget

Successful applicants must plan to integrate service delivery into the PA CareerLink® system.

DCWDB seeks at least one dedicated Career Services provider for general population Adult/Dislocated Workers at the PA CareerLink® full-time. At a minimum, general population Adult/Dislocated Workers career service providers must maintain staffing sufficient to provide adequate services during all business hours. For each FTE located in the PA CareerLink®, the successful applicant must contribute \$10,000 to the PA CareerLink® budget.

DCWDB seeks at least one dedicated Training Service provider each for Individual Training Accounts, On the Job Training, Apprenticeships, and Incumbent Worker Training at the PA CareerLink® full-time. At a minimum, training service providers must maintain staffing sufficient to provide adequate services during all business hours. For each FTE located in the PA CareerLink®, the successful applicant must contribute \$10,000 to the PA CareerLink® budget.

All providers which serve special populations with Career Services will be expected to the co-located staff at one of the PA CareerLink® sites in Delaware County proportionate to contract size in addition to community-based services. Co-located staff will assist in intake, assessment, and referral for PA CareerLink® customers and will represent their organization to receive referrals.

At a minimum, special populations career services providers will be expected to maintain the following staffing levels:

- Contracts under \$100,000 will provide .25 FTE in staffing and \$5,000 toward the PA CareerLink® Operating Budget
- Contracts \$100,000 to \$200,000 will provide .5 FTE in staffing and \$10,000 toward the PA CareerLink® Operating Budget

- Contracts \$200,000 to \$300,000 will provide 1FTE in staffing and \$20,000 toward the PA CareerLink® Operating Budget

Attachment B: PROPOSAL COVER SHEET

Agency Name: _____
 Agency Address: _____
 Agency Website: _____
 Contact Person: _____
 Contact Information: Phone#: _____ E-Mail: _____
 Total Funds Requested: \$ _____
Proposed enrollment: _____
AGENCY STATUS: (Check all that apply)

<input type="checkbox"/>	Non-Profit Corporation	<input type="checkbox"/>	For-Profit Partnership
<input type="checkbox"/>	Governmental	<input type="checkbox"/>	Local Education Agency
<input type="checkbox"/>	Labor Union	<input type="checkbox"/>	Business or Trade Organization
<input type="checkbox"/>	Labor Management Organization	<input type="checkbox"/>	Industry Association
<input type="checkbox"/>	Private Licensed School by Pa. Dept of Ed	<input type="checkbox"/>	Community-Based Organization

Proposal Category: (one category per the proposal, applicants may submit more than one proposal)

	Career Services		Training Services
<input type="checkbox"/>	The general population of Adult/Dislocated Worker	<input type="checkbox"/>	
<input type="checkbox"/>	Special population (one per proposal)	<input type="checkbox"/>	

Number of Years in Operation: _____ Federal I.D. # _____
 Number of years operating the program model being proposed: _____
 Number of years operating the same or similar model being proposed _____

In compliance with this RFP format, and subject to the conditions thereof, the undersigned offers to furnish the services requested and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named above.

 Contractor (Agency)

 Date

 Printed Name & Title of Authorized Signatory

 Signature of Authorized Signatory

Attachment C: WIOA Performance Benchmarks for Delaware County

Adult Negotiated Goals	Pennsylvania	Delaware County
Employment Rate (2nd Quarter)	73%	70%
Employment Rate (4th Quarter)	70%	70%
Median Earnings (2nd Quarter)	\$ 5,800.00	\$ 4,300.00
Credential Attainment Rate	56%	77%
Measurable Skill Gains	38%	30%

Dislocated Worker Negotiated Goals	Pennsylvania	Delaware County
Employment Rate (2nd Quarter)	75%	80%
Employment Rate (4th Quarter)	76%	78%
Median Earnings (2nd Quarter)	\$ 7,800.00	\$ 8,500.00
Credential Attainment Rate	58%	80%
Measurable Skill Gains	32%	28%

The Employment Rate (2nd Quarter) reflects the number of participants in education or training activities, or in unsubsidized employment during the second quarter after exit.

The Employment Rate (4th Quarter) reflects the number of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit.

Median Earnings (2nd Quarter) reflects the median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

Credential Attainment Rate is the percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exiting from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exiting from the program.

Measurable Skill Gains is the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.

**Delaware County
Workforce Development Board
Priority of Service Policy
DCWDB Approval Date: June 8, 2016
Effective Date: July 1, 2016**

Purpose: The purpose of the policy is to provide guidance for the implementation of priority of service for WIOA Title 1 adult program.

Summary: Priority of service will be determined during the eligibility and enrollment process. Individuals will be considered for priority of service if they are currently receiving public assistance; are deemed low income; basic skills deficient or underemployed, veteran, and eligible spouse of a veteran.

Procedure: Priority of service will be determined during the eligibility and enrollment process using a locally developed check list.

The targeted groups are:

- **Public Assistance:** Individuals or a family member who receive or in the past six (6) months have received through supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for the Needy Families (TANF), Supplemental Security Income (SSI).
- **Low-income:** Public assistance (as defined above), individuals in a family with total income below the poverty line or 70 % of the lower living standards income level, homeless, foster youth, individuals with disabilities with individual income below the poverty line or 70 % of the lower living standard income level.
- **Basic Skills Deficient:** An adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the participant's family, or society. We will assess basic skills, using an appropriate tool for the targeted population and reasonable accommodations will be provided.
- **Underemployed:** Individuals who are employed full-time or part-time and must also meet the definition of low-income individual in order to be eligible for the Adult priority of service.
- **Local discretionary priority:** Individual in a family with total income below the 235 % of the federal poverty level.

Individual(s) with barriers to employment may include but not limited to: displaced homemakers, Indians, Individuals with disabilities, older individuals, and homeless individuals.

The priority of services Title 1 Adult program will be applied in the following order:

- Veteran and eligible spouse who meet the statutory priority.
- Other Individual (not Veteran or eligible spouse) who meet the statutory priority and Adult program eligibility.
- All other Veteran and eligible spouses who meet Adult program eligibility.
- Other individual (not Veteran or eligible spouse) who do not meet the statutory priority but meet a local discretionary priority and Adult program eligibility.

- Other individuals (not veterans or eligible spouse) who do not meet the statutory priority and do not meet the local discretionary but do meet Adult programs eligibility.

Services are to be provided to Delaware County residents. Priority of service will be considered for all potential customers, including individualized career services and training services using WIOA Title I Adult funds.