

WIOA YOUTH PROGRAM RFP PRE-EVALUATION CHECKLIST

Proposing Contractor: _____

Proposal: Complete _____ Not Complete _____

Narrative Review:

Reviewer: _____ Date: _____

Signature of Reviewer Indicates:

- Interviewer personally screened the proposal
- Interviewer personally checked off the elements found in the proposal

To the Reviewer:

The 14 required elements in section B, 1-14, must be provided directly by the proposing contractor or by subcontract, agreement, or referral. More than one entity may provide one or more of the 14 required elements.

A. The proposal was submitted before the closing time and date

B. Documents enclosed:

- Executive Summary
- Application Narrative/Signature Form
- Budget Form

C. All 14 elements of a youth program are present: -

1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention
2. Alternative secondary school services, as applicable
3. Paid and unpaid work experiences
4. Occupational skills training, as appropriate
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational clusters

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours as appropriate.
7. Supportive services
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
11. Financial Literacy education
12. Entrepreneurial skills training
13. 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 service
14. Activities that help youth prepare for and transition to postsecondary education and training

D. The person signing the proposal as the submitting officer has the authority to do so.

E. The proposing contractor agrees to meet all Federal, State, and Local compliance requirements.

Financial Review:

Reviewer: _____

Date: _____

Signature of Reviewer Indicates:

- Interviewer personally screened the proposed budget.
- Interviewer personally checked off the elements found in the budget.
 - A. Does the budget specify enrollment levels and estimated cost per trainee.
 - o WIA total budget request _____
 - o Number to be served _____
 - o WIA estimated cost per participant _____
 - B. Expenditures are allowable costs.
 - C. The proposing contractor is fiscally solvent.
 - D. The proposing contractor has been assessed for potential risks and proposes little to no risk to the agency.