

**Georgia's Summer Training and Employment Program – Unlimited
Potential (STEP-UP)
Local Area Plan Guidance for 2009**

I. Planned Schedule of STEP-UP Activities. Provide the following dates:

Start Date of Recruitment: February 17, 2009

Date to Begin Application Process: March 5, 2009

Start/End Date of Pre-Employment Activity: June 1, 2009

Initial Placement Date for Work Experience Activity: June 3, 2009

II. Plan to demonstrate and document *Transparency and Accountability*.

Briefly describe the local area's plan to document transparency and accountability for STEP-UP:

Transparency and accountability will be assured through a number of steps:

1. All providers selected for funding will be listed on the website, www.careerdepot.org together with pertinent information such as grant amount, numbers to be served, services to be provided etc.
2. RFPs, Northwest Georgia's Plan, contact information, and approved worksites will be included on the website, www.careerdepot.org.
3. A RFP announcement will be sent to the legal organ newspaper for each county and to businesses/agencies on the Bidder's List. Recruitment information will be sent to area radio stations, TV stations, and newspapers. Additionally, the WIA newsletter, *The Business Informer* will serve as a primary worksite recruitment tool.
4. A final evaluation will be listed on the website detailing numbers of enrollees, wages paid, and successful completion.

III. Selection of Service Providers. Describe the local area's process for selection of service providers for the 2009 Summer Training and Employment Program. The description should include:

- The identification and expansion of partnerships -
 - Description to involve a diverse group of providers and partners to broaden the opportunities available to youth this summer, and
 - Description to expand of service levels of existing providers with proven successful records serving youth;
- Utilization of multiple media outlets and sources to advertise the Request for Proposal (RFP) process;
- Solicitation process to be used – allow for pre-employment activities to begin by no later than the second week of June.

Coosa Valley Regional Development Center issued an RFP for in-school and out-of-school youth in September, 2007 for youth services beginning as early as January, 2008. However, there were no early awards and all monies were awarded with an effective date of July 1, 2008.

The RFP states that "service providers who demonstrate satisfactory performance may be given the opportunity to renegotiate cost and other factors of programs to be operated during Program Year 2009 and Program Year 2010. Specific information on satisfactory performance will be included in the contract." Additionally, estimates of the subsequent budgets were included (Page 19, September 2007 RFP).

The contracts have several provisions which address modification:

1. Accountability of Funds section: (Page 2 of contracts), "This CONTRACT may be terminated or modified at any time due to lack of funds or changes in authorization." It is CVRDC's view that the American Recovery and Reinvestment Act is a change in authorization since it is considered for our purposes a Workforce Investment Act funding stream.
2. Modification: (Page 3 of contracts) "Any other change, modification, deletion, or addition to the terms set forth in this CONTRACT including, but not limited to extensions and/or expansions must be in the form of a written modification executed by both parties."

"Modifications should be for issues within the general scope of the CONTRACT" (Page 3 of 43). It is CVRDC's opinion that the service design and general scope is the same, since all program components were part of the bid.

3. Satisfactory Performance for Optional Second Year Funding (Page 12 of In-school contracts, pages may vary): For optional second year funding filling at least 90% of the planned level of performance for the first year's contract (the summer of 2008) and achieving at least 90% of the planned slot level during the second year's contract (the summer of 2009); (Page 13 of In-school contracts, pages may vary) "CVRDC reserves the option of awarding a second year of funding to a successful CONTRACTOR or re-issuing the Request for Proposal and/or requiring a new bid by the Contractor if:
 - a. The performance/financial capability warranted this;
 - b. New laws, regulations, etc. made it necessary; or
 - c. The WIB desired to change the program mix or design."

We believe this option gives us the right to decide whether to do a new bid or a second year of funding.

The Procurement Procedures state that "situations may arise during the course of the year which prompt the need to plan for the use of additional resources beyond those identified in the RFP and provided under a contract. If appropriate, a new

RFP may be issued." The RFP clearly defined work experience as an optional component. Consequently, (although a new RFP is being issued by CVRDC for a portion of the funding) the first option to exercise modification and extension of the existing contracts for this summer only was exercised.

CVRDC's procurement policy also contains a public exigency clause for sole source contracting. However, it is believed that the summer component should be included as part of this year's contract (May 1 - June 20, 2009) as a modification with an extension of the contract for stimulus money only through September 30, 2009. If an extension is deemed inappropriate, the new, second year contract will include stimulus (ARRA) money for July 1, 2009 - September 30, 2009. CVRDC has issued a new RFP primarily to address additional out-of-school youth services. It will be reviewed by the WIB at the May, 2009 meeting. Approximately \$700,000 - \$825,000 will be awarded.

- IV. Outreach to Youth.** Describe the local area's planned efforts to recruit a diverse group of youth, ages 14-24, for the Summer Training and Employment Program – Unlimited Potential (STEP-UP), including:
- Utilization of multiple media outlets and sources to recruit youth;
 - Plan to engage partners who work with youth in the recruitment process such as agencies who work with youth with disabilities, youth who are offenders or part of the juvenile justice system, youth in foster care, youth enrolled in Jobs for Georgia Graduates (JGG), high school dropouts, and others in need who meet eligibility requirements.

- An information article will be sent to all area newspapers, radio, and TV stations indicating contact information for individuals interested in participating in the program. See attached
- Contractors are in the process of recruiting youth through their contacts and through multiple media.
- A letter with information about the program was mailed to all partners with information about the program. See attached

- V. Eligibility Determination Process.** Describe the local area's process for eligibility determination. Specifically include the directions given to youth or parents who call or inquire about applying for STEP-UP activities (e.g. time frames for accepting applications, items such as birth certificates, social security cards, etc. that they need to bring, etc.)

Northwest Georgia has detailed eligibility procedures including priority of service requirements. (Available online at www.careerdepto.org). Two service providers (Endless Opportunities, Inc. and Northwestern Technical College), CVRDC staff, and a temporary service will provide eligibility determination. Individuals who

call for program information are given an appointment to meet with an eligibility specialist. They are provided with instructions regarding the documentation necessary for eligibility to be determined. Once an applicant's eligibility/ineligibility is established, a letter is sent to the applicant. They will be notified whether they are eligible or ineligible with a contact person listed for any questions that they may have. Service providers then contact applicants with their "next step" information.

VI. Service Strategy. Briefly describe the local area's strategy for serving youth in STEP-UP, addressing the following:

- Assessment tools to be used, specifically identifying the instrument to be used for pre and post testing;
- Orientation process for youth, including written notice to the youth of expectations and requirements;
- Pre-employment activities, such as leadership and work ethics, recommended for one week *prior* to placement at the worksites to improve outcomes, and:
 - Method to be used to document work readiness attainment.

A. Assessment Tools

An Individual Service Plan will be developed for all participants. The Plan describes enrollees' assets, barriers, and goals. A work experience inventory is a component of the Plan. See also the response to "C" below.

B. Orientation

The Participant Orientation Checklist is utilized as the participant completes Orientation. It covers such items as attendance, rules of conduct, times sheets, etc. The WIA Counselor and participant sign at the end of training.

C. The Northwest Georgia Youth Success Academy Participant Handbook and the Northwest Georgia Youth Success Academy WIA Case Managers' Handbook contain the curriculum that addresses developing good work habits, leadership, etc. The pre-employment activities will range from 3 to 5 days in length depending upon the provider's program designs..

- A pre-test and post-test is used to document Work Readiness skill attainment. The pre and post tests are located on pages 20 and 21 of the Northwest Georgia Youth Success Academy Forms Manual.

- Selection and development of worksites for the work experience component to include:
 - Identifying worksites who are committed to helping youth receive the experience and training anticipated with Recovery Act funds;
 - Adherence to child labor laws and workplace safety guidelines;
 - Provide adequate supervision;

- Assurance that STEP-UP work opportunities will not impact current employees and will not replace workers who have been recently laid-off.
- Local area's written agreement with the worksite to assure adherence to the above listed conditions;
- Local area's process for orientation and training of the worksite staff;
- Local area's process for developing participant job descriptions;

D. Selection and Development of Worksites

- **Identifying Worksites:** The worksites selected will assure that work experiences are a planned, structural learning experience site for a limited program period. Work experience may be in the private-for-profit sector, the non-profit sector or the public sector. The purpose of the work experience is to provide the opportunity for career exploration and skill development and not to benefit the employer, although the employer may, in fact, benefit from activities performed by the youth.
 - Green jobs will also be targeted as available. A list of occupations will be given to the contractors.
- **Labor Laws:** All worksites must comply with the Fair Labor Standards Act, especially relating to hours, wages, and productive work. Work experience sites must comply with federal and state child labor laws and all American Recovery and Reinvestment Act (ARRA) provisions and regulations.
- **Worksite Supervision:** The worksite agreement assures that proper supervision is available and the contracted staff and CVRDC staff will monitor on an ongoing basis to assure quality and safety.
- **Assurances:** The worksite agreement stipulates that the work experience will not impact any current employee and will not replace workers who have been recently laid-off. Additionally, the contracts with providers will assure that this provision is met; and, CVRDC will monitor to assure that contractual requirements are met.
- **Availability:** The Work Experience Agreement is included in the Northwest Georgia Youth Success Academy Form Manual which is accessible online at www.careerdepot.org.
- **Training:** Worksite staff is trained by the service providers. The Northwest Georgia Youth Success Academy Work Site Supervisors' Handbook is used for the training. See www.careerdepot.org for the handbook.
- **Job Descriptions:** An occupational skills training outline is used when developing jobs for summer work experience. The outline identifies the occupation, the O*Net codes, a job description, the tasks to be performed, and benchmarks. Contractors will submit

an occupational skills training outline for approval by the CVRDC staff before the participant begins work at the worksite. The outline is signed and dated by the CVRDC Worksite Evaluator and the participant prior to his/her beginning work.

- Any academic class training such as GED preparation, SAT preparation, Summer School, and occupational training that may be planned in combination with the work experience;
- Local area's process for identifying unsubsidized jobs to be developed for possible placement of STEP-UP participants;
- Local area's plan for the STEP-UP youth at the conclusion of the summer (e.g. enroll in year round WIA youth program.)

- **Academic Class Training:** Youth participating in the classroom portion of the summer STEP-UP program (which is primarily the orientation, work readiness component) will be eligible for a \$20 (twenty dollars) daily stipend, payable weekly. Students must be present for a minimum of 80% of the scheduled classroom training hours and be making satisfactory progress as certified by the classroom instructor in order to receive the daily stipend. The maximum stipend allowable per week will be \$100 (one-hundred dollars). Students who successfully complete the classroom portion of the training program, as certified by the classroom instructor, will be eligible for a \$100 (one-hundred dollar) incentive payment at the end of the program.

- **Identifying Unsubsidized Jobs:** The in-school population will be directed toward completion of school with a "returned-to-school" outcome as the primary goal.

The out-of school population will be referred to WIA service providers and other One-Stop partners to determine if additional services are needed. A referral will be made as appropriate for the participant. If an unsubsidized job is needed, a number of steps will be followed:

- a) If the existing employer can provide on-going work, this option will be explored with the employer by making him aware of tax credits and other incentives that may be available.
- b) If the employer is still hesitant to hire, OJT may be appropriate for 18 and older youth or internships for younger youth. The proper referral will be made;
- c) The One-Stop partners have resources such as computers, resume writing programs, workshops, and individual career counseling, when appropriate, to assist individuals with their job searches.

- **End of Summer Plan for Youth:** At the conclusion of summer,

the in-school population will be assisted in their return to school by the service provider's staff.

The out-of-school youth will be referred to other WIA providers for additional services and/or for enrollment in WIA youth or WIA adult services, as appropriate.

VII. Strategy to Serve Out-of-School Youth. Describe specific recruitment and service strategies to serve Out-of-School Youth (OSY) to ensure compliance with the 30% expenditure requirement for OSY

An RFP is being designed to solicit additional youth (including out-of-school youth). In addition, two out-of-school youth providers have received American Recovery and Reinvestment Act funding through modification of their existing contracts.

The Georgia Department of Labor will identify unemployed, out-of-school youth and will make appropriate referrals to providers. Recruitment from housing authorities, DFCS, GED providers, Juvenile Justice, and other One-Stop partners will also be undertaken. Contracts will include a provision to serve a minimum of 30% out-of-school youth.

A waiver to serve out-of-school youth beyond September 30, 2009 through March 31, 2010 is being sought to assure that the 30% requirement is met.

VIII. Strategy to Serve 14-15 Year Old Youth. Describe specific plan to youth identify worksites and job positions that are appropriate for 14 and 15 year old youth.

Child labor laws restrict the sites that can be used because of the limited work that 14-15 year old youth can perform. Additionally, transportation to work sites is a major obstacle for these youth. Consequently, the work experiences focus for them will be on office and light janitorial type work. Work sites will be developed near the youths' residences to overcome the transportation issue.

IX. Capacity. Describe the local area's plans to increase staff capacity to implement the STEP-UP activities by identifying key staff positions responsible for implementing STEP-UP:

- Identification of existing local area staff (positions) and partner/provider staff;
- Identification of staff (positions) yet to be hired;
 - Plan to recruit new staff – method, advertisement and media outlets to be used.

- Plans to post job vacancies (both local area and partner/provider) with GDOL.
- Any plans to hire youth, including STEP-UP participants to assist. If so, please briefly describe.
- Plan for training of all STEP-UP staff (local area and partner/provider)

The ITA Coordinator will assume oversight of the American Recovery and Reinvestment Act program.

The Eligibility Specialist directs a number of individuals hired through a temporary service to provide the bulk of eligibility determination services and to assist two out-of-school providers (Northwestern Technical College and Endless Opportunities) in providing eligibility services.

CVRDC anticipates hiring monitors through a temporary service. Payroll will be provided through a contract awarded through the small purchase method.

Additional staffing changes are anticipated to assist with the overall WIA program. The announcement will be on the CVRDC website:

www.careerdepot.org

There are no plans to hire youth this summer to assist in the STEP-UP Program. The accountability issues and the liability concerns with a large program of many new staff dictates that this is the best option.

Training for existing service provider staff was provided on April 3, 2009. Manuals developed and available on www.careerdepot.org include: Northwest Georgia Youth Success Academy Participant Handbook, Northwest Georgia Youth Success Academy Forms Manual, Northwest Georgia Youth Success Academy WIA Case Managers' Handbook, and Northwest Georgia Eligibility Handbook. Additional training will be provided as new contracts are awarded.

Local Staff are participating in USDOL webinars, attending state training sessions, and going to related meetings at events such as the Southeastern Employment and Training Association (SETA) and others to obtain necessary training.

X. Program Administration. Provide the following information:

- Entity responsible for payroll;
- Frequency of payroll;
- Method of payment;
- Policy for stipend payments for non work experience activities;
- Policy regarding supportive services for STEP-UP participants;
- Process for obtaining work permits;
- Process for verifying eligibility, including process to use E-Verify;
- Provisions for Workers Compensation insurance;
- Local area's process for monitoring and reviewing STEP-UP activities.

- Coosa Valley Regional Development Center is the administrative

entity and provides oversight for payroll functions. However, ADP's website will be used for processing payroll.

- Frequency: Payroll will be on a weekly basis.
- Method: Pay check or pay card.
- Policy for stipend payment for non-work experience activities: See Section VI, page 5 provided previously.
- Supportive services: The support policies are available on-line at www.careerdepot.org.
- Process for obtaining work permits: The State of Georgia Child Labor Division has determined that youth under the age of 18 must obtain their Employment Certificate from the school they attend. Minors may obtain Work Permits from:
 - a. A School Issuing Officer (Including most private schools)
 - b. The county school superintendent's office.

Instructions are provided on page 6 and page 7 of the [Northwest Georgia Youth Success Academy Forms Manual](#) available at www.careerdepot.org

All American Recovery and Reinvestment Act youth to which this applies must have a current and valid Employment Certificate (Work Permit). Participants will not be allowed to commence work activities until such time as a certificate has been provided by the WIA Case Manager.

Worksite Supervisors must refer the participants under the age of 18 back to the WIA Case Manger if they come to work without their Employment Certificate.

Minors 16 and 17 of age that are issued a permanent identification card (FORM DOL-4102) should retain the card themselves. Minors should present their first employer with the original copy of the employment certificate. On subsequent employment, minor should present the ID card to the employer. Employer should make a copy of the ID card for minor's file and return the original to the minor. The employer must keep a copy of the ID card on file at the work site as long as the minor is employed with them.

- Detailed eligibility procedures are available at www.careerdepot.org. Two service providers, CVRDC staff, and a temporary service will provide eligibility determination. Once determined eligible, a letter is sent to the applicant and the provider notifying them whether they are eligible or ineligible with a contact person for any questions that they may have.

The I-9 (paper form) with "picture ID" is completed when the individual attends pre-employment work readiness training. The WIA counselors collect them and turn them in to CVRDC. A list of individuals is faxed or delivered daily of those who start

work during any given day. The E-Verify method will be used to verify their citizenship or right to work.

- Worker's Compensation insurance is provided through Technology Insurance Company of Atlanta, GA; Claim Administrator; AmTrust North America; Barbara Lamb, Claims Analyst, PO Box 740042, Atlanta, GA 30374-0042. The Northwest Georgia Youth Success Academy WIA Case Mangers' Handbook found at www.careerdepot.org list step by step procedures for participants, worksite supervisors, and case managers to following when an injury or accident occurs at the worksite. An "Employer's First Report of Injury or Occupational Disease" Form (Worker's Compensation Form) can be found on page 5 of the Northwest Georgia Youth Success Academy WIA Case Managers' Handbook as well as in each participant's file located with the WIA Case Manger. The form must be completed following an injury or accident regardless of whether or not the participant requires medical attention.

XI. Tracking and Reporting. Describe the local area's tracking and reporting plans as follows:

- Plan to report and track the following:
 - Number enrolled
 - Number placed in work experience
 - List of worksites
 - List of positions (job titles) and wages for each position
 - Number who attained work readiness certificate
 - Number placed in unsubsidized employment
 - Number transitioned into WIA year round activities

The Georgia Department of Labor has an online system that is utilized by all WIA regions to record information about applicants and participants and the services they receive. The G1 System will be modified to accommodate information to identify STEP-UP participants. WebFOCUS enables local areas to produce a wide variety of reports to track and monitor participants' and contractors' progress

Until G1 system modifications, CVRDC will maintain an Excel spreadsheet that will provide instant tracking of individuals including all of the above listed, required components. Contractors will have two working days to report to WIA staff any additions or changes involving STEP-UP participants. Excel's sorting abilities will enable staff to instantly meet tracking and reporting requirements.

XII. Program Closure Plans. Describe plans to close STEP-UP activities at the completion of the summer:

- Regional celebrations and dates for celebrations;
 - Certificates will be generated from GDOL for all youth. Plans to involve the media and state GDOL staff;
- Community Education Plan to keep the local community informed of STEP-UP activities.

In addition to individual program celebrations, a celebration will be held at local Department of Labor offices or other sites to present DOL certificates to the youth, including one from the WIB. Parents, local media and state GDL staff will be invited.

An article about each program will be sent to local newspapers, radio, and TV stations. The article will include total numbers enrolled and a photo and story of successful youth at his/her job. The article will also highlight the business/agency training the youth.



COOSA VALLEY REGIONAL DEVELOPMENT CENTER

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Memorandum

To: Region One Northwest Georgia Partners

From: ^{WFD}Gwen Dellinger

Date: 04/01/09

RE: Summer Youth Program

Coosa Valley Regional Development Center and the Region One Northwest Georgia Workforce Investment Board are recruiting youth for the Summer Youth Program 2009. The program is directed to engage economically disadvantaged youth between the ages of 14-24 by providing a paid work experience opportunity within public and private businesses and government sectors. The goals of the program are to enhance the basic skills of youth, encourage school completion or enrollment in supplementary or alternative programs, expose youth to the world of work in order to develop useful work behavior patterns, and enhance the citizenship skills of youth.

Funding for the Summer Youth Program is provided by the American Recovery and Reinvestment Act of 2009 and will begin on May 1, 2009 and end September 30, 2009. Earned wages will be administered through the Workforce Development Department of the Coosa Valley Regional Development Center.

For further information and to schedule an appointment, please contact the Coosa Valley Regional Development Center at (706) 295-6485 or 1-800-332-1965 Monday - Friday 8:00 a.m. - 5:00 p.m. or mail questions to CVRDC PO Box 1798 Rome, GA 30162-1798.

Announcing: Northwest Georgia Summer Youth Program

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***An Equal Opportunity Program / Employer of the NW Georgia Workforce Investment Board &
Coosa Valley/North Georgia Council of Chief Elected Officials.
Auxiliary Aids / Services Available Upon Request to Individuals with Disabilities.***
