



EMPLOYMENT AND TRAINING ADMINISTRATION



ART IACOFANO
DIRECTOR

SPONSORED BY THE BOARD OF COUNTY COMMISSIONERS
ROBERT E. AUFULDISH - DANIEL P. TROY - MILDRED M. TEUSCHER

June 26, 2000

Ms. Alysia Gentry
POWER*Ohio Division
Ohio Bureau of Employment Services
145 South Front Street
Columbus, OH 43215

Dear Ms. Gentry:

Enclosed please find a revised response to Question #10 for Lake County's Five-Year Plan. The revision is to explain the youth activities to be offered in the Lake County Local Workforce Area.

If there are any questions, please contact Pam Fiederer at 440-350-2378. Thank you.

Sincerely,

LAKE COUNTY EMPLOYMENT &
TRAINING ADMINISTRATION

Art Iacofano
Director

AI:sjm
Enclosure

cc: Tracey Bennett
Pam Fiederer
Donna Mona ✓

10) **Provide a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities.**

WIA Sec. 118(b)(6)

The design framework for the local youth program is intended to provide a comprehensive strategy of services to youth, including multiple partners and connections to the one-stop system.

Youth programming will be **integrated into the one-stop system** in several ways. The one-stop operator for the Lake County Workforce Investment Board will administer Lake County's WIA youth programs. Youth will register for programs at the one-stop location, where they will receive information regarding the full array of services available through the Lake County WIB, youth service providers, and one-stop partners. One-stop staff will provide objective assessment of youth, develop individual service strategies, and refer them to appropriate programs.

Youth programming will be **coordinated with other youth programs** such as foster care, education, welfare, and others via the process of objective assessment and ISS development. Assessment will be used to determine the skill levels and service needs of each youth, and will serve as the basis for the ISS goals and objectives. Youth will be referred to the community programs appropriate for their needs. Where WIA programming is not appropriate, youth will be referred to other resources.

Youth will be provided **access to available services** through the most effective referral means obtainable. Referral may be made via one-stop partners present on-site at the one-stop center. Through linkages developed via the Lake County WIB and Youth Council, staff from programs which are not part of the one-stop system will be made available to youth by telephone, e-mail, or in person (either off-site or on-site) by appointment.

The Lake County WIB will provide the **required ten elements** of Lake County's youth programs via youth service providers. The Lake County WIB, utilizing a competitive procurement procedure, has identified the following entities to provide required elements:

- The Willoughby-Eastlake City Schools will provide a year-round program, incorporating both summer and school-year components, and serving both in-school and out-of-school youth. The program's goal is to enhance academic and employability skills, with emphasis on remediating clients' needs as identified in assessments. This program will directly provide the following elements: tutoring, study skills training, and instruction; summer employment opportunities; paid and unpaid work experiences; occupational skill training; adult mentoring; comprehensive guidance and counseling; and leadership development opportunities.

The program will make alternative secondary school offerings available by referral (e.g., referral to ABLE/GED programs, referral to post-secondary education). Some supportive services will be provided directly and others will be made available via referral.

- JOG-NEO, Inc., sponsored by Jobs for Ohio's Graduates, will institute a dropout recovery program targeted specifically at high school dropouts. This program will directly provide the following elements: tutoring, study skills training, and instruction; alternative secondary school offerings; paid and unpaid work experiences such as mentoring and internships; adult mentoring; and leadership development opportunities.

The program will make the following elements available by referral: summer employment opportunities; occupational skill training; supportive services; and comprehensive guidance and counseling.

- Auburn Career Center, Lake County's public vocational school and full-service adult education center, will provide followup services, including regular contact with employers, assistance in securing better-paying jobs, mentoring, and progress tracking, for youth in all WIA programs.
- Occupational skills training may be provided via Individual Training Accounts to individuals age 18 and above who are eligible for training services under the Adult or Dislocated Worker program.

Lake County's **sixth youth criterion** has been defined as a "youth with a disability", as defined in the November 12, 1999, Federal Regulations at 29 CFR Part 37, "Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998".

Lake County is defining youth as **deficient in basic literacy skills** if it is determined, in assessment, that the youth either computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. Determination on the second criterion will be done on an individualized basis by counselors.

The Lake County WIB will use several processes to **ensure that thirty per cent (30%) of the WIA youth funds are utilized to provide services to out-of-school youth**. First, the Lake County WIB, as part of its procurement of youth service providers, required offerors proposing both in-school and out-of-school youth service to budget at least 30% of total funds requested for out-of-school youth. Second, the Lake County WIB determined to fund a specific program targeted solely to out-of-school youth to ensure that a minimum of 30% of expenditures would be made for out-of-school youth. Third, the Lake County WIB is budgeting youth funds to ensure the 30% requirement is met.

Finally, the Lake County WIB has established a fiscal management system that permits tracking of youth funding expenditures in order to monitor actual implementation of the 30% requirement.

Lake County utilized the following **process and criteria to award grants for youth activities**:

The Lake County Youth Council determined the need to obtain youth program providers and determined the specifications for a procurement. A Request for Proposal form was developed. A legal notice was published in a local newspaper of general circulation, soliciting Youth Program RFPs. This notice summarized the specifications, informed potential offerors of the process, and established the time and place when completed RFPs were due. Simultaneously, the same notice was mailed to potential offerors who requested to be placed on Lake County ETA's Bidders' List. A Bidder's Conference was held to provide technical assistance to potential offerors.

Completed RFPs were opened after the deadline by Lake County ETA staff, who prepared a log of the submissions.

Proposals were reviewed and scored by a Lake County ETA staff review team assigned by the Director. Rating criteria used are as follows:

<u>Criterion</u>	<u>Maximum Possible Points</u>
• Reasonableness and necessity of proposed costs; efficiency and effectiveness of proposed use of funds; cost/price analysis	20
• Qualifications of proposer's personnel who will be providing the activity	10
• Completeness and quality of planned program's activities and services for clients	20
• Extent to which the proposed program's design incorporates federally-required program elements	15
• Adequacy of service to individuals with disabilities	5
• Proposer's ability to provide or make available appropriate supportive services	5
• Previous successful experience in operating the same or similar	15

- Proposer's administrative and fiscal responsibility

Total possible points were 100. A proposal was required to score at least 70 or more points to qualify for funding.

Individual scores were averaged to obtain a single team score for each proposal.

On the basis of average ratings, recommendations for funding were prepared and submitted to the Youth Council, which in turn made recommendations to the full Lake County WIB. The WIB's recommendations were forwarded for review and final approval to the Lake County Board of Commissioners, which will actually enter contracts with the approved providers.

The Lake County WIB will use individual providers' accomplishment of the WIA Youth Performance Standards to **identify ineffective youth service providers.**

A description of how the Lake County WIB will **meet the provisions regarding youth program design** is provided above. Through its mix of service providers, the WIB intends to ensure that each of the ten required elements are available to youth customers.