



Area 10 Workforce Development Board which consists of Richland and Crawford Counties has been awarded \$300,000 for COVID-19 business team and outreach expansion. The purpose and spirit of this funding is to help establish a strong foundation for the local area business team to meet the needs of employers and job seekers during these unprecedented times. Of the \$300,000 award, \$100,000 is available for this request for proposal.

The funds are available August 1, 2020 and must be spent by June 30, 2021.

The Area 10 Workforce Development Board is looking for proposals for outreach services to minority owned and women owned businesses and underserved job seekers. The goal of the outreach is to engage minority and women owned businesses and underserved job seekers to utilize the services of the OhioMeanJobs Centers and other workforce partner agencies in Crawford County.

A minority owned business is a company owned and controlled at least 51 percent and for more than a year by an Ohio resident and U.S. citizen who belongs to one of the following ethnic groups: African American, Asian, Hispanic or Native American.

Proposals will be accepted by email through August 11, 2020 by 4:00 p.m. Please email proposals to [teresa.alt@jfs.ohio.gov](mailto:teresa.alt@jfs.ohio.gov) by 4:00 p.m. **Proposals will only be accepted for services in Crawford County.** Organizations can apply for both business outreach and job seeker outreach or just one.

Questions can be directed to [Teresa.alt@jfs.ohio.gov](mailto:Teresa.alt@jfs.ohio.gov). Questions and answers will be posted on the Area 10 website as they are received and answered.

#### **Services for RFQ:**

Outreach to minority and women owned businesses to inform them of the services of the OhioMeansJobs Centers in Crawford county

Collaboration with the OMJ Centers and workforce partners to encourage minority and women owned businesses to utilize services such as skills upgrading, customized training, other training services, pre-hire services, screening and referral of qualified applicants and labor market information.

Outreach to underserved job seekers to inform them of the services of the OMJ Centers and introduction to Career pathways in healthcare, manufacturing, and construction.

Career Exploration

Leadership skills

Soft skills development

Training leading to certified credentials in high wage career pathway

**Expected Outcomes:**

More underserved job seekers recruited using various pathways including Community Opportunities platform

Increase job seekers and students using the new platform

Increase numbers of businesses connected to job seekers

Evaluations to be completed of targeted recruitment campaign

Satisfaction of businesses receiving support

Improvement of recruiting, onboarding and retention of underserved job seekers in high wage career pathways

Number of Wrap around Services that resulted in entry into high wage career pathway

**1. Description of Organizational Qualification and Experience (10 Points):**

- a. Describe the organizations experience in providing outreach services to a similar population and demonstrated performance; describe the organization’s ability to measure performance outcomes.
- b. Provide a summary of agency personnel directly involved in the provision of services – qualifications and abilities to perform the required services.

**2. Program Design/Strategies (20 Points)**

- b. Describe the outreach services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.
- c. Describe innovative and evidence-based strategies to be used to develop and/or provide outreach services.
- d. Describe how the program being proposed utilizes available community resources; describe efforts to collaborate with Crawford OMJ Center and workforce partners to expand and enhance outreach services. Please be specific as to which or all services you are applying for and how you will collaborate with other organizations.

**3. Financial Accountability (10 Points)**

- a. Describe the organization’s accounting experience (ability to assume fiscal responsibility for the funding).
- b. Describe the organization’s internal control system (including fiscal tracking, information gathering and reporting, and performance tracking).
- c. Include a budget narrative which details the proposed budget and line item amounts; include a rationale for each line item.
- d. Provide a description of additional resources being committed to support the program (cost allocation plan); include amounts and sources of additional resources.
- e. Include a detailed budget (Attachment II) which is reasonable for the services being proposed; administrative costs must not exceed 10% the budget

## Budget Worksheet

### Administration

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	\$
Fringes (List all fringes and benefits including fringe rates)	\$
Total Wages & Fringes	\$
Operating Expenses	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	\$
Other	
Other (specify)	
Total Other	\$
<b>Total Administration (Limited to 10% of total request)</b>	<b>\$</b>

### Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs and responsibilities to grant)	\$
Fringes (List all fringes and benefits including fringe rates)	\$
Total Wages & Fringes	\$
Operating Expenses	
Travel	\$
Communications	\$
Total Operating Expenses	\$
Total Wages & Fringes & Operating Expenses	\$
Direct Client Costs	

Subcontracts:  (List all contracts with amounts)	\$ \$ \$ \$
Total Direct Client Costs	\$
<b>Total Program Costs</b>	<b>\$</b>
<b>Grand Total All Categories</b>	<b>\$</b>

**Budget Narrative:** Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing Area 10 paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

**Add and/or revise budget line items as needed.**