

PRINCE GEORGE'S COUNTY ECONOMIC DEVELOPMENT CORPORATION  
WORKFORCE SERVICES DIVISION  
1801 McCormick Drive, Suite 400  
Largo, Maryland 20774

STATEMENT OF WORK  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
COST REIMBURSEMENT AGREEMENT

AWARDED VENDOR

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NAME OF PROJECT:

ADMINISTRATION:

TELEPHONE/FAX:

POINT OF CONTACT:

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**INITIAL YEAR ONE  
BENCHMARKS:**

**Starting July 1, 2016 and ending June 30, 2017** at the negotiated funding level in the amount not to exceed XXXXX (U.S. \$XXXX) for the enrollment of XXX (XX) Out of School Youth participants for twelve (12) months with the following benchmarks:

Out of School Youth participants:

- XXX (XX) Out-of-School (16-24) Youth participants attain GED or another recognized certificate by June 30, 2017;
- XXX (XX) Out of School (16-24) Youth participants enrolled in post-secondary education and/or advanced training/occupational skills training or obtaining full-time employment; in the first quarter after the exit quarter; and
- XXX (XX) Out of School (16-24) Youth participants must achieve a gain of two (2) grade levels, or educational functioning levels (EFL); within the first twelve (12) months of participation.
- XXX (XX) Out of School (16-24) Youth participants receiving median earnings in an unsubsidized employment during the 2<sup>nd</sup> quarter after exit from the program. FOURTEEN DOLLARS (U.S. \$14.00) per hour for average earnings of Out of School Youth participants who are employed in the first, second, and third quarters after the exit quarter.

**CONTRACT CONTINUATION OPTION:** The funding level and performance benchmarks are subject to a year-to-year bilateral renegotiation of yearly funding and performance levels, contingent upon funding availability, and the attainment of performance benchmarks and achievement of performance standards.

**All funding years will be is contingent upon federal funding availability of WORKFORCE INNOVATION AND OPPORTUNITY ACT Youth Funds.**

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This Statement of Work outlines the scope, objectives, program design and services, and performance expectations to be achieved by the above named Contractor on behalf of the Prince George's County Economic Development Corporation – Workforce Services Division (PGCEDC-WSD), during the period beginning July 1, 2016 and ending June 30, 2017. Renewal options will be at the sole discretion of the PGCEDC-WSD that will take into consideration the degree to which the subcontractor meets/exceeds established performance standards.

**PROJECT SCOPE AND OBJECTIVES**

The Contractor enters into this Agreement with the PGCEDC for the purpose of providing employment opportunities, classroom academic enhancement,, and career awareness is for XX (xx) Out of School youth at the negotiated initial funding level and subject to contract continuation for that in core, intensive and

The Contractor will provide XXXXXXXXXXXXXXXXXXXX training to prepare participants to work in the locally identified demand driven occupations and/or identified "Green" occupations of XXXXXXXXXXXXXXXXXXXX. All program participants should be provided by the Contractor the tools to successfully complete training, receive an industry recognized credential in XXXXXXXXXXXXXXXXXXXX, and attain unsubsidized employment. The Contractor will provide review sessions, tutoring, and such as needed for participants to be successful.

The Contractor will implement the program XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, which will be administratively located at the addresses indicated above, and physically operating at XXXXXXXXXXXXXXXXXXXX.

The overarching objective of the XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX program is to prepare youth for careers by providing education, training, and /or employment opportunities

**PROGRAM DESIGN AND SERVICES**

**A. Recruitment**

The Contractor will directly recruit participants.

**B. Eligibility Determination**

The Contractor will obtain all documents needed to substantiate WIOA eligibility. Documentation will be submitted to WSD for review, verification, and WIOA registration/certification. Enrollment into the Contractor's program cannot occur until the individual has met the WIOA eligibility criteria and has been officially certified as WIOA eligible. The development of the Individual Employment Plan (IEP) will proceed after official certification of WIOA eligibility.

**C. Assessment Tools**

The Contractor will use the Comprehensive Adult Student Assessment Systems (CASAS assessment tool crosswalks directly to the educational functioning levels. The pretest that must be administered within sixty (60) days of enrollment; subsequent tests (post-tests) must be administered every six (6) months, thereafter the initial pretest. Both tests must be administered with the same assessment tool. In addition the Career Decision Making System (CDM) will be used to assist youth in mapping career paths.

**D. Services**

Services may include, but are not limited to: occupational skills training; related services based on the needs of the individual; a career development plan that identifies job goal, appropriate industry career paths, or lattices, community resources to support career advancement goals; work readiness/personal effectiveness training; and twelve (12) months follow-up services post program. The contractor will coordinate with the County's One Stop to ensure that eligibility of recruited youth; market services to youth enrolled at or visiting the One Stop Career Center accepts referrals of youth from One Stop Career Center; and coordinate follow-up activities with the career consultant and /or One Stop Career Center staff.

**E. Performance Standards**

The Contractor agrees to meet the following performance standards:

**INITIAL YEAR ONE BENCHMARKS:**

**Starting July 1, 2016 and ending June 30, 2017** at the negotiated funding level in the amount not to exceed XXXXX (U.S. \$XXXX) for the enrollment of XXX (XX) Out of School Youth participants for twelve (12) months with the following benchmarks:

Out of School Youth participants (16-24):

- XXX (XX) Out-of-School (16-24) Youth participants attain GED or another recognized certificate by June 30, 2017;
- XXX (XX) Out of School (16-24) Youth participants enrolled in post-secondary education and/or advanced training/occupational skills training or obtaining full-time employment; in the (Second Quarter)first quarter after the exit quarter; and
- XXX (XX) Out of School (16-24) Youth participants must achieve a gain of two (2) grade levels, or (1) educational functioning levels (EFL); within the first twelve (12) months of participation.
- XXX (XX) Out of School (16-24) Youth participants receiving median earnings in an unsubsidized employment during the 2<sup>nd</sup> quarter after exit from the program. FOURTEEN DOLLARS (U.S. \$14.00) per hour for average earnings of Out of School Youth participants who are employed in the first, second, and third and 4th quarters after the exit quarter.

**CONTRACT CONTINUATION OPTION:** The funding level and performance benchmarks are subject to a year-to-year bilateral renegotiation of yearly funding and performance levels, contingent upon funding availability, and the attainment of performance benchmarks and achievement of performance standards. Notification of final rules could change benchmarks

**F. Follow Up Services**

The Contractor agrees to perform follow up activities for the twelve (12) month period following the participant’s exit from the program. The Contractor will conduct quarterly interviews to determine progress, and the need for additional supportive services. The Contractor will report the results of the activity to PGCEDC-WSD on a quarterly basis.

**F. Partnerships, Linkages and Community Resources**

The Contractor has, and will maintain, its existing partnerships with XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, and XXXXXXXXXXXXXXXX.

**G. Miscellaneous**

The Contractor will provide supportive services to encourage adults and dislocated workers to complete the an occupational skills training that reflects the demand driven industry of XXXXXXXXXXXX through innovative dynamic partnerships, and job retention in demand driven occupation(s) of XXXXXXXXXXXX, XXXXXXXXXXXX, and XXXXXXXXXXXX. Participants who drop out of the training will remain the responsibility of the Contractor, who must arrange alternative services acceptable to PGCEDC-WSD, for those participants.

**RESPONSIBILITIES**

**CONTRACTOR will be responsible for the following:**

1. Providing training and services as detailed in the proposal accepted by PGCEDC-WSD;
2. Recruiting customers, and in conjunction with the One Stop Career Center, determining the eligibility of participants;
3. Leverage supportive services on behalf of participants in need. Needs Based payments will be expensed to this Agreement; however, accurate and timely attendance tracking documents must be maintained;
4. Submission of customer data on forms, and in the manner determined by PGCEDC-WSD;
5. Development of the Individual Employment Plan for each participant enrolled in the program that details, at minimum, the assessment results; career goal(s) and pathway description; services to be rendered, and timeframe for completion;
6. Submit monthly status, and quarterly narrative reports to PGCEDC-WSD;
7. Submit invoices monthly, and on forms provided;
8. Designate staff to receive training on management and information systems involving data management/reporting requirements to determine eligibility, based upon WIOA requirements.

The Contractor will further designate staff to receive program orientation and quarterly vendor training on fiscal, contractual, programmatic, and other reporting requirements;

9. Cooperate with monitoring effort by making available to PGCEDC-WSD, or its grantors, requested program, fiscal, and participant records, within forty-eight (48) hours of the request. The Contractor will make records available to the program monitor, during scheduled and unscheduled visits. Corrective actions requests must be completed within thirty (30) days.
10. Maintaining consistent and adequate personnel identified in the awarded proposal that demonstrated the relevant experiences, resources, and qualifications assigned to this project, for the full term of the contract. Personnel include the following: key personnel, program manager, fiscal personnel, and other personnel;
11. Ensure that key personnel yet to be hired and/or replacement hires must be sufficient and must maintain the minimum education, training, experience, special skills and other qualification for each position, as well as, job duties identified in the awarded proposal to satisfactorily perform the requirements within this SOW;
12. Notify PGCEDC-WSD immediately and/or within five (5) business days of any and all funded personnel vacancies funded under WIOA and/or directly involved in the key personnel duties that affect the project; and
13. Provide PGCEDC-WSD current resumes and job descriptions for all proposed key personnel replacements funded under WIOA and/or directly involved in the key personnel duties that affect the project, during the Contractor's selection process.

**PGCEDC-WSD will be responsible for the following:**

1. Perform quarterly programmatic monitoring and annual fiscal monitoring of the Contractor's operations and outcomes and /or as necessary;
2. Perform annual program review;
3. Provide to the Contractor any necessary program, eligibility, MIS, fiscal, reporting, or related instruction to ensure the success and integrity of the Contract;
4. Process invoices within thirty (30) days of submission;
5. Review key personnel yet to be hired and/or replacement hires current resumes and job descriptions for proposed key personnel replacements funded under WIOA and/or directly involved in the key personnel duties that affect the project, during the contractor's selection process; *and*
6. Conduct program orientation, quarterly group information training sessions, and as needed technical assistance.

This Statement of Work is an attachment and shall be in accordance with the Agreement.