



REQUEST *for* PROPOSALS

to

PROVIDE SUBSIDIZED EMPLOYMENT POSITIONS

for



***Mayor Barrett's* SUMMER YOUTH JOBS INITIATIVE**

Issued in Collaboration by:

**Tom Barrett, Mayor of the City of Milwaukee
and
Employ Milwaukee
Friday, March 17, 2017**

Questions may be directed to:

Robert Cherry, Director, Office of Career Exploration
E-mail: earn.learn@employmilwaukee.org

**COMPLETED PROPOSALS MUST BE RECEIVED at EMPLOY MILWAUKEE OFFICE
2342 N. 27th Street, Milwaukee, WI 53210
no later than 4:00 p.m. on April 14th, 2017**

PROPOSALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED

TIMELINE

<p>Friday, March 17, 2017</p>	<p>Mayor Barrett and Employ Milwaukee <i>Earn & Learn</i> Summer Youth Jobs Initiative RFP issued</p>
<p>Thursday, March 30, 2017 Time: 11am – 1pm</p>	<p>Bidder’s Conference at Employ Milwaukee, Room 116 2342 N. 27th Street, Milwaukee, WI 53240</p>
<p>Friday, March 31, 2017 Time: 11am – 1pm</p>	<p>Bidder’s Conference at Employ Milwaukee, Room 118 2342 N. 27th Street, Milwaukee, WI 53240</p>
<p>Friday, April 14, 2017 Time: 4:00 p.m.</p>	<p>Completed proposals must be received no later than 4:00 p.m. at 2342 N. 27th Street, Milwaukee, WI. 53240</p>
<p>TBD</p>	<p>Approval by Employ Milwaukee Executive Committee</p>
<p>Week of April 24, 2017</p>	<p>RFP applicants notified of decision/number of slots (<i>date may change</i>)</p>
<p>Wednesday, May 10, 2017 Time: 10am – 1pm or Thursday, May 11, 2017 Time: 10am – 1pm</p>	<p>Agency supervisor technical assistance training, at Employ Milwaukee, Room 118 (<i>mandatory</i>)</p>
<p>Monday, June 26, 2017</p>	<p>Summer work begins -- no orientations prior to this start date. ** PLEASE NOTE: This is a change from the first version posted.</p>
<p>August 11, 2017</p>	<p>Summer cycle ends</p>
<p>Saturday, August 19, 2017</p>	<p>Participants pick up certificates and last check</p>

Introduction

Mayor Tom Barrett has a long-term commitment to the betterment of the greater Milwaukee area through effective workforce-development programs, with a special focus on preparing youth for the world of work. Employ Milwaukee is a public/private partnership whose mission is to establish, maintain and coordinate a system that ensures quality workforce development services. The Mayor's Office and Employ Milwaukee are collaborating to provide summer employment activities for young people residing in the greater Milwaukee area. Employ Milwaukee is also working with the Division of Vocational Rehabilitation (DVR) to provide work experience to young people who need DVR services due to disability limitations that make it hard for them to find or keep a job. Agencies interested in this opportunity will need to refer to the section of the RFP related to DVR (Section V: Program Supervision, Bonus).

This proposal is for subsidized work experiences, targeting youth ages 14 - 24 with no to minimum work experience. The positions are for 7 weeks from June 26, 2017 through August 11, 2017.

The intent of this RFP is to select a diverse public sector, non-profit community and faith-based organizations and businesses to provide meaningful career and employment opportunities for Milwaukee youth. The Mayor's office and Employ Milwaukee will subsidize youth wages. It is the responsibility of the organizations participating in the program to provide appropriate worksites, structured supervision, and work-readiness skills to youth. Worksites receive no financial remuneration for their participation. Crew leaders may be available to oversee sites where eight or more youth are placed.

Applicants are required to provide the Earn & Learn youth with basic work readiness and at least 3 High Growth/High Demand skills sets that include, but are not limited to the following:

Basic skill sets:

- Communication skills
- Punctuality
- Job retentions skills
- Conflict resolution
- Interviewing skills
- Professional conduct
- Money management
- Good work habits

High Growth/High Demand skill sets:

- Equipment maintenance
- Coordination
- Trouble-shooting
- Management
- Patient care
- Learning and implementing procedures
- Sales
- Planning and organizations
- Production
- Basic computer skills
- Safety
- Customer service
- Time management
- Learning products and services
- Communications
- Inventory management
- Quality control

A minimum standard of fiscal soundness and proof of adequate insurance will be required for all applicants.

Applications meeting these standards will be reviewed against the following criteria:

- 1) Organizational Description
- 2) Demonstrated past performance working with youth
- 3) Quality of the proposed youth work experience
- 4) Ability to incorporate High Growth/High Demand Skills Sets

5) Program Supervision

In addition to the criteria listed in this RFP, reviewers from the Mayor's office and Employ Milwaukee will take into consideration the historical performance of applicants with past experience as subsidized-employment worksites. All RFP respondents providing satisfactory proof of fiscal and programmatic criteria will be considered for available worksite slots. The equitable distribution of work-experience opportunities across the geographic area served, as well as the total funding available, will dictate how slots are assigned.

Worksites are expected to provide well-supervised activities that prepare young people for the world of work, as well as adequate workspace, equipment and supplies to perform their duties. Please review the attached Worksite Agreement (*Attachment C*) carefully for full details on rules governing worksites. By signing the Worksite Agreement, your agency is certifying that you have read and understood, and will comply with, the program's rules and requirements.

The summer youth experience program will provide one crew leader for every eight (8) participants, where available. Crew leaders may be older youth or those with previous subsidized employment experience who are now ready to take on added responsibilities. Crew leaders help to keep youth workers engaged in activities, but do not replace worksite supervisors. Indicate on the project cover sheet (*Attachment A*) whether you would like crew leaders as part of your summer work experience.

Submit one original and three (3) copies of sections 1-5 of this proposal. All applications must also include one copy of each of the documents requested in Attachment A.

Submit completed applications to:

Robert Cherry
Employ Milwaukee
2342 N. 27th Street
Milwaukee, Wisconsin 53210

COMPLETED PROPOSALS MUST BE RECEIVED AT THE EMPLOY MILWAUKEE OFFICE BY 4:00 P.M., ON FRIDAY, APRIL 14, 2017. PROPOSALS RECEIVED AFTER THAT TIME MAY NOT BE CONSIDERED.

I. PROGRAM POLICIES AND GUIDELINES

ELIGIBILITY REQUIREMENTS

1. Per WIOA legislation, the law requires that the Workforce Development Board work with youth aged 14-24 years old. Due to funding limitations, youth aged 16-24 years old will receive priority for placement.

PROGRAM RESTRICTIONS

1. Work experience projects must not be sectarian, religious, political, union or anti-union in nature.
2. Participant involvement in such activities as auditions for choirs, theatrical, musical groups or recreational activities are not permitted.
3. Paying youth holiday pay or overtime is not permitted; youth cannot work beyond the hours allocated per week.

PARTICIPANT ASSESSMENT

A basic skills set and high growth/high demand assessment must be submitted for each student during the first week and last week of employment. (See **Exhibit A & B**) The assessment will gauge the skills set a youth has when they start the work experience and where they are when they leave the work experience.

PARTICIPANT CAREER DEVELOPMENT WORKSHOPS

1. Youth may be required to attend Employ Milwaukee sponsored Career Development Workshops on designated Fridays during the summer.

SUPERVISION

2. Each worksite must have a designated adult supervisor involved throughout the duration of the project and a designated alternate. Adult supervisor positions will not be funded by Employ Milwaukee. Adult supervisor(s) and designated alternates must participate in supervisor training.
3. Youth crew leaders are not substitutes for adult supervisors.
4. Agency supervisors must keep records of attendance and report immediately to Employ Milwaukee any injury to a participant while on the worksite. Worksites must maintain accurate records related to participant job performance, including information on achievements, deficiencies, and skills attained, and disciplinary action.

PROJECT DURATION

Work-based learning experience activities may begin on or after June 26, 2017 through August 11, 2017.

NON-TRADITIONAL CAREERS

Proposals must delineate the methods used to introduce young women to non-traditional careers and encourage them to undertake non-traditional work experience opportunities.

REQUIREMENTS FOR WORKSITES

Worksites must agree to comply with all provisions of the program manual and Worksite Agreement (**Attachment C**), including requirements to:

1. Provide trained adult supervision to the youth.
2. Provide adequate workspace and equipment.
3. Select participants referred by Employ Milwaukee youth workers.
4. Provide youth with a letter of employment (found in the first page of the Participant Handbook).
5. Ensure that all adult supervisors and alternates participate in supervisor training prior to the project start date and follow guidelines in the program manual.
6. On the first day of employment, provide an orientation in which a job description and handbook are issued and reviewed, to include information regarding the daily duties, responsibilities, and rights of participants.
7. Enforce time and attendance policies. Maintain accurate time records reflecting only time worked. Ensure matters of payroll are conducted according to contractual obligations.
8. Provide a well-structured payroll process that includes collection of participant timesheets, review for accuracy and delivery to Employ Milwaukee.
9. Provide bi-weekly feedback regarding participant progress on the bottom of the timesheet.
10. Allow youth time to attend the scheduled Friday career development workshops provided by the Employ Milwaukee. (Chaperones will be requested for worksites with 5 or more youth)
11. Adhere to federal, state and local regulations governing child labor.

PARTICIPANT WAGES & HOURS

Skill Level 1 – Youth Workers 14-18 (\$7.50/hr.): Youth may work a maximum of 20 hours per week.

Skill Level 2 – Crew Leaders 18-24 (\$7.75/hr.): Youth with entry-level work experience who is engaged in intermediate-skill activities may work a maximum of 20 hours per week.

II. PROPOSAL SUBMISSION GUIDELINES

GENERAL INSTRUCTIONS

The evaluation of proposals and selection of contractors will be based on the information submitted in the proposal. Failure to respond to each of the requirements in the RFP may be the basis for not approving a proposal. Late proposals will not receive consideration.

INCURRING COST

Employ Milwaukee is not liable for any costs incurred by proposers in replying to this RFP. Cost may be incurred only after a proposal is approved and a contract executed.

EMPLOY MILWAUKEE SECTARIAN POLICY

Employ Milwaukee welcomes the applications of Faith-Based Organizations, with the understanding that no federal funds can be spent on religious or sectarian activities. Please refer to the Sectarian Policy at the end of this document, sign the Acknowledgment (**Attachment E**) and return a signed copy with your application.

SUBMISSION OF PROPOSALS

Sealed proposals must be mailed or delivered to:

Robert Cherry, Director, Office of Career Exploration
Employ Milwaukee
2342 N. 27th Street
Milwaukee, Wisconsin 53210

Proposals submitted in whole or in part by FAX will not be accepted. Proposals must be prepared in accordance with the requirements set forth in the RFP.

A completed application consists of an original and three (3) copies of the proposal narrative and an original only of the requested Attachments. **Completed proposals must be received at the Employ Milwaukee office by 4:00 p.m. on Friday, April 14, 2017. Proposals received after that time may not be considered.**

WITHDRAWAL OF PROPOSALS

The applicant or his/her authorized representative may withdraw by written notice or in person.

EVALUATION OF THE PROPOSALS

Employ Milwaukee will check all applications for completeness. Applications failing to respond completely to all RFP sections will be considered non-responsive and will not be reviewed.

All completed proposals will be reviewed by an Evaluation Team, which may include representatives from the Employ Milwaukee Youth Committee, Employ Milwaukee staff/board and other local public and private entities. Employ Milwaukee will also consider historical performance for any applicants with past experience as worksites. Employ Milwaukee's Fiscal Department will review fiscal documents to assess each applicant's financial strength. The criteria listed in this RFP will be used to score all proposals. The Evaluation Team's recommendations will be referred to the Employ Milwaukee Board of Directors for final approval.

AWARD AND FINAL OFFER

Employ Milwaukee staff shall make the final contractor selection. Employ Milwaukee reserves the right to not consider any or all proposals and to negotiate the terms of a contract with a selected proposer prior to entering into a contract.

NOTIFICATION OF AWARD

After final approval by the Employ Milwaukee Board, Employ Milwaukee will notify applicant(s) of their selection with a notification award letter.

PROPOSAL ORGANIZATION AND FORMAT

Proposals should be typed with 12-point font, double-spaced, one-sided, and clamped securely (**but not bound**).

Proposals should be organized with the following section headings and numbered in the same sequence. RFP sections/criteria that must be submitted or responded to are:

<u>Criteria</u>	<u>Maximum Points</u>
SECTION I. Organizational Description	15
SECTION II. Demonstrated Past Performance Working w/Youth	30
SECTION III. Quality of Program Design	30
SECTION IV. Ability to Incorporate High Growth/High Demand Skills Sets	10
SECTION V. Program Supervision	15
SECTION IV. DVR Bonus Points	<u>5</u>
Total Points	100
(with 5pt Bonus)	105

III. PROPOSAL ORGANIZATION AND REQUIRED ELEMENTS

CONTENTS OF A COMPLETED APPLICATION

A proposal will be considered responsive if it contains the following completed elements:

- Transmittal Letter
- Narrative and Attachments A – D & Exhibit B, (original and three copies)
- Organizational Packet (Attachments E – H), Proof of Financial Stability/Insurance (original only)

TRANSMITTAL LETTER

This letter should be on the official business letterhead of your organization and **signed by a person authorized to bind contracts**. The same letter should state that your organization intends to apply under this solicitation as a prime contractor and that the person signing the letter is authorized to bind contracts for the organization.

NARRATIVE AND ATTACHMENTS – Original and three (3) copies

A completed Narrative and Attachments section must include the following:

- Narrative response to Sections I – V; and
- Attachments A through D.

Please be sure to include an original and three (3) copies of this portion of your application.

Narrative Response to Sections I through V

Answer all five sections completely and succinctly, organizing your proposal by the headers and numbers listed here.

SECTION I: ORGANIZATIONAL DESCRIPTION

For questions 1 and 2: If you are a non-profit organization, please answer the first set of questions. If you are a for-profit business, answer the second set of questions. All agencies and organizations should respond to question 3.

Non-Profit Agencies

1. Describe the mission of your organization. Include the numbers and types of clients served (age, ethnicity, etc.).
2. Briefly describe your sources of funding. Does your agency have 501(c)3 status?

For-Profit Businesses/Organizations

1. Describe the nature of your business. Indicate if your company falls into one of the following employment sectors:
 - Health Care
 - IT Fields
 - Telecommunications
 - Construction/Building Trades
 - Printing
 - Manufacturing
 - Environmental Reclamation
 - Other: _____
2. Briefly describe the revenue sources for your business.

All Agencies and Organizations

3. Review and complete the Project Cover Sheet (*Attachment A*). If there is any other general information we should have about your agency, please include it in this section of the narrative.

NOTE: In addition to evaluating applicants' responses to these questions, Employ Milwaukee's Fiscal Department will also assess your agency's financial capacity to administer a youth work experience program. **All applications must submit a current balance sheet & profit and loss statement or most recent audit.**

SECTION II: DEMONSTRATED PAST PERFORMANCE

For question 1: If your organization has previous worksite experience with Employ Milwaukee, please answer the first set of question 1. If your organization has never provided a worksite for Employ Milwaukee youth program, answer the second set of question 1. All agencies and organizations should respond to questions 2 and 3.

Organizations with Previous Worksite Experience with Employ Milwaukee

1. If your organization has been a worksite in the past, briefly describe the numbers of youth referred and the completion rate for those assigned to your site.

Organizations without Previous Worksite Experience with Employ Milwaukee

1. Describe any previous experience that would prepare you to become a worksite for youth workers.

All Agencies and Organizations

2. Describe the components of your program that you are proudest of.
3. Explain your company and/or staff's prior experience with youth programs, such as mentoring, youth apprenticeships, job shadowing, leadership development, subsidized work experience, etc.

NOTE: In addition, to evaluating applicants' responses to these questions, Employ Milwaukee will also review and assess historical performance data for entities that have received Employ Milwaukee Youth Program funds within the past 12 months. Data reviewed will include: Employ Milwaukee Youth worker evaluations, participant evaluations, past service to target groups, performance outcomes, audit reports, monitoring reports, past ability to meet stated goals and objectives, and effectiveness in encouraging females to enter or explore non-traditional occupations.

SECTION III: QUALITY OF PROGRAM DESIGN

1. Describe the specific program or area in your organization where the youth workers would be assigned, including work environment, tasks and incorporation of work-based learning.
2. Describe the process flow for your worksite, including receipt of referrals from Employ Milwaukee youth programs, intake, training, ongoing supervision and continued communication with Employ Milwaukee youth workers. Include a list of proposed worksites for your program.
3. Describe your process for problem solving issues with youth, including disciplinary procedures and strategies for working with youth whose attendance or performance drops off.

SECTION IV: HIGH GROWTH/HIGH DEMAND CAREER SECTOR SKILL SETS

1. Please utilize **Exhibit B** to select at least three (3) of the High Growth/High Demand skills sets for each job description.
2. Describe how you will incorporate the High Growth/High Demand Performance Review Checklist to document supervision and performance of youth.

SECTION V: PROGRAM SUPERVISION

1. Describe in detail how you plan to provide adequate supervision to the youth workers place at your worksite.
2. Provide a brief (1-2 line) description of key supervisory staff, including their experience and education. **DO NOT ATTACH RESUMES.** Describe your work plan for hiring any new staff needed for this project, including timelines. Also, include how many youth each supervisory staff person will monitor and supervise? (Include both youth workers and existing staff)
3. Please indicate the maximum number of youth your agency will be able to place at your worksite this summer. (This number may be different than what you request.)

SECTION VI: DVR BONUS POINTS

1. **Bonus:** Employ Milwaukee is also working with the Division of Vocational Rehabilitation (DVR) to provide work experience to young people who need DVR services due to disability limitations that make it hard for them to find or keep a job. **Agencies interested will need to provide a brief overview of their experience in working with this population.** Agencies in this opportunity will need to complete the Youth Employment Project Cover Sheet and Participant Job Description for the regular and DVR youth requested (these numbers will be different which will reflect the regular and DVR youth breakdown). Further communication will come from Employ Milwaukee.

- **Copies of Attachments A through H**

1. Fill out the Youth Employment Project Cover Sheet (**Attachment A**) as completely as possible. Agencies interested in the DVR opportunity will complete this form for the regular **AND** DVR youth. Be sure that it is signed.
2. Complete a Participant Job Description for each proposed job title (**Attachment B**). Agencies interested in the DVR opportunity will complete this form for the regular **AND** DVR youth.
3. Have the person authorized to bind contracts for your agency sign and return the original Worksite Agreement (**Attachment C**).
4. Provide the list of worksites where you expect that the work experience will take place (**Attachment D**).
5. For each Job Description you propose, complete a High Growth/High Demand Skills Set Evaluation (**Exhibit B**).

ORGANIZATIONAL PACKET – Original only

The following documents should be provided in this section:

- Proof of financial stability
- Proof of tax-exempt status, if applicable
- Proof of current liability insurance
- Attachments E – H

Please be sure to include **one original only** for this portion of your application.

- **Proof of financial stability**

Organizations should provide their most current **balance sheet and profit-and-loss statement or a copy of the most recent audit for agencies that are regularly audited.**

- **Proof of tax-exempt status**

Please enclose a copy of your organization's 501(c)3 status, if applicable.

- **Proof of current liability insurance**

Attach a copy of the **Declaration Page** from your current liability insurance policy. Employ Milwaukee reserves the right to reject any application failing to provide this information.

- **Attachments E – H**

As a recipient of federal funds, Employ Milwaukee is required to submit the following Federal Assurances. Entities that contract with Employ Milwaukee are also required to abide by these regulations and guidelines.

Instructions for Completing Attachments E-H

- (E) Read the Employ Milwaukee's Guidelines and Regulations Concerning the Use of Federal Funds for Religious and Sectarian Activities. Keep this copy for your records. Sign and return the Acknowledgment form with your application, if you have read the policy and agree to abide by it.
- (F) Read and complete the Equal Employment Opportunity Certificate as instructed.
- (G) If your organization does not do lobbying, you may note on the Lobbying form "Not Applicable" and sign your name.
- (H) Please indicate any potential conflicts of interest on the Conflict of Interest form. Note that this information will not automatically eliminate your organization from consideration, but regulations require that you make these disclosures.

ATTACHMENT B

PARTICIPANT JOB DESCRIPTION

Complete one form for each proposed job title. Description must be complete and thorough.

- | | |
|-------------------------|-----------------------------------|
| 1. Job Title: _____ | 2. Requesting Agency: _____ |
| 3. Worksite: _____ | 4. Work Address: _____ |
| 5. Supervisor: _____ | 6. Hours Per Week (summer): _____ |
| 7. Work Days: _____ | 8. Start/End Date: _____ |
| 9. Start/End Time _____ | 10. Skill Level: _____ |

If positions are located at multiple worksites, list all department names, addresses, and room numbers on a separate sheet and state the number of positions requested at each location.

Job Duties: Describe the specific work tasks (use an additional sheets if necessary).

Job Qualifications:

Tools and Equipment Used:

ATTACHMENT B

PARTICIPANT JOB DESCRIPTION (DVR OPPORTUNITY ONLY)

Complete one form for each proposed job title. Description must be complete and thorough.

- | | |
|-------------------------|-----------------------------------|
| 1. Job Title: _____ | 2. Requesting Agency: _____ |
| 3. Worksite: _____ | 4. Work Address: _____ |
| 5. Supervisor: _____ | 6. Hours Per Week (summer): _____ |
| 7. Work Days: _____ | 8. Start/End Date: _____ |
| 9. Start/End Time _____ | 10. Skill Level: _____ |

If positions are located at multiple worksites, list all department names, addresses, and room numbers on a separate sheet and state the number of positions requested at each location.

Job Duties: Describe the specific work tasks (use an additional sheets if necessary).

Job Qualifications:

Tools and Equipment Used:

ATTACHMENT C

2017 Mayor Barret & Employ Milwaukee *Earn & Learn Community Work Experience* **WORKSITE AGREEMENT**

GENERAL TERMS

This agreement is made between the Mayor's Office, Employ Milwaukee and the Worksite Agency/Organization to provide work experience and training services to youth selected for the *Earn & Learn* program. Under this agreement, youth are to spend one hundred percent (100%) of their time in structured, meaningful work consistent with each participant's capabilities.

It is agreed that such work experience be conducted in a safe and sanitary working environment; that there is adequate full-time supervision of each participant by qualified adult supervisors and accountability for participants' time and attendance; and that all parties adhere to the rules and regulations governing youth programs sponsored by the Mayor's Office and Employ Milwaukee. Additionally, the worksite agrees to the following:

- Provide an orientation to all participants on the first day of their work regarding participant duties, rights, and benefits; Equal Employment Opportunity/Affirmative Action Policy; Grievance Procedure; and worksite work rules under the Mayor's Office/Employ Milwaukee's *Earn & Learn* Community work experience Jobs Initiative.
- Inform Employ Milwaukee of any substantial changes in job duties or work schedules prior to the change.
- Allow Employ Milwaukee staff access to participants during work hours for program monitoring evaluations.
- Report, immediately, any participant injury occurring on the job to the Employ Milwaukee.
- Assure that the participant hired is not:
 - replacing persons that would otherwise be employed by the worksite agency
 - jeopardizing promotional opportunities of current employees
 - performing any tasks that would be the responsibility of a person on layoff
- The participant is receiving the same benefits of similarly employed individuals.
- Complies with all current federal, state and local laws, ordinances and regulations which in any manner affect the work or its conduct including, but not limited to:
 - a) Child labor laws
 - b) The Civil Rights Act of 1964 regarding discrimination based on race, color, sex, age, handicap, political affiliation or national origin
 - c) Various laws prohibiting participant involvement in political activities.
- Inform Employ Milwaukee of any collective bargaining action (strike, lockout, walkouts, work stoppage, etc.) at the worksite.
- Inform Employ Milwaukee of any change in status of incorporation that would affect eligibility as a worksite.
- Provide the necessary equipment, tools, supplies, clothing, or other required supplies as needed to perform assigned job duties.
- Assure compliance with all health and safety laws.
- Assure that the participant will not receive training that will, in any way, promote or oppose unionization.

- Assure that the participant will not be trained in tasks directly or indirectly supports either religious or anti-religious activities.

TERM OF AGREEMENT

This agreement will take effect **NO SOONER THAN JUNE 1, 2017**, and terminate **NO LATER THAN AUGUST 20, 2017**.

ALLOWABLE WORK ACTIVITIES

The work activities described in the worksite application narrative and job description(s) will be performed by _____ (number) of participants. Under no condition will the worksite trade or out-station allocated positions. No adjustment, reduction or increase in a worksite's Employ Milwaukee youth workforce as allocated by Employ Milwaukee can be made without prior written approval of authorized Employ Milwaukee staff.

WORKSITE SUPERVISION

The supervisory ratio will be at least one (1) adult supervisor to every five to ten (5-10) participants.

The on-site adult supervisor is to be paid by the agency. Justification for any exceptions to these supervisory ratios must be provided in the worksite application narrative. All worksites must provide constant and firm supervision for all hours when participants are scheduled to work with significant focus placed on the work-readiness skills outlined in this proposal.

Worksite supervisor(s) and worksite administrative representatives are responsible for attendance at Employ Milwaukee Youth Supervisor Orientations on May 10th or May 11th, 2017 at 10am. Worksite supervisors must have all written materials necessary to perform his/her duties, including a copy of the Worksite Agreement.

All worksites will ensure that supervisors uniformly enforce work rules including, but not limited to, break and lunch times, unpaid sick leave, prohibition of payment for either overtime or hours not worked and applicable safety rules.

TIME, ATTENDANCE AND COMPENSATION

Accurate time and attendance records will be kept for each participant and will reflect the time actually worked by the participants. Unless an agency has received prior approval from the Employ Milwaukee assigned staff, the current policy established by Employ Milwaukee with regard to absence and tardiness will be enforced.

Employ Milwaukee youth participants are required to use provided sign-in and sign-out sheets designed by Employ Milwaukee to record their time when they report to and leave worksite. Worksite supervisors must ensure that the times recorded by the participants reflect accurately the actual numbers of hours worked.

Sign-in sheets must be signed at the end of the pay period by both the participant and the worksite supervisor, whose signature is required to verify its accuracy. All time cards must be submitted to Employ Milwaukee Board for payroll processing by the following Monday at 10:00 a.m., in accordance with the payroll schedule.

There is a maximum limit of allowable hours of 20 hours per week that applies to all youth workers.

All worksites will ensure that every participant is allowed a fifteen (15) minute paid break during any four hour work period and one thirty (30) minute unpaid lunch break for five or more hours worked within one work day. Participants are required to return to work immediately after either a designated break or lunch break.

Participants will be paid by check by one of the following methods:

- Distribution by assigned Employ Milwaukee or agency staff at the worksite.

The worksite will ensure that participants will not be paid for any of the following circumstances:

- Hours not worked.
- Time for participation in arts, crafts or recreational activities.
- Attendance at educational or training activities not directly related to the job description or tasks.
- Hours worked in excess of the maximum hours per week and hours per day limits.
- Hours not worked on federal holidays, including Memorial Day, Fourth of July and Labor Day.

MONITORING

Participating worksites are subject to monitoring by the State of Wisconsin and Employ Milwaukee. The worksite supervisor will maintain current and accurate time, attendance, work performance, and work activities for the participant, with significant focus placed on the work-readiness skills outlined in this proposal. The supervisor must cooperate fully to provide public information as may be requested concerning the worksite such as, but not limited to, the names and qualifications of the officers, directors, any managing personnel or any affiliates who have operational responsibility for the *Earn & Learn* Community Work Experience Jobs Initiative.

Participating worksites must provide Employ Milwaukee staff with a copy of the participant letter of hire, a signed receipt of orientation and a signed training plan on or about the first day of their work experience. Additionally, all worksite supervisors must agree to evaluate each participant's progress in the work-readiness skills outlined in this proposal, at the mid-point and conclusion of the participant's work experience, using the evaluation form provided by Employ Milwaukee staff.

HIRING PRACTICES

To be considered for employment, all youth workers must complete a program application form. WIOA funds will be used to fund _____ of these positions, and these youth must be registered in a Employ Milwaukee Youth programs in order to be eligible for these slots. The remaining positions require residency in the city of Milwaukee. **NO** worksite may employ any youth participant without prior authorization from Employ Milwaukee assigned staff.

Youth participants cannot be placed at a worksite if a member of the participants' immediate family is a staff or board member of the Worksite Agency that hires, promotes, establishes salary, or directly supervises the participant. For this Worksite Agreement, the term "immediate family" is defined as: wife, husband, son, daughter, and mother, father, brother, sister, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent or foster child.

WORK PERMITS

All youth participants have valid work permits issued by Employ Milwaukee staff when hired, in accordance with current Wisconsin Statutes.

REPORTS

In the week of occurrence, the worksite must report the number, location and job titles for any vacant youth openings to the Employ Milwaukee by the end of the week in which the vacancy occurs.

LIABILITY INSURANCE

The worksite shall procure and, thereafter, maintain comprehensive general liability (bodily injury coverage) insurance.

Worksites utilizing automobiles, etc., to transport participants in the *Earn & Learn* Community Work Experience Initiative shall procure and maintain, thereafter, comprehensive automobile liability (bodily injury and property damage coverage) and other such insurance as may be required by law for the worksite.

The following minimum amounts of insurance shall be procured and maintained in force during the lifetime of the Worksite Agreement:

The sub-grantee agrees that it will keep in force insurance policies as outlined below. The sub grantee shall furnish the Employ Milwaukee with applicable Certificate(s) of Insurance.

- 1) Comprehensive General Liability Insurance including Premises and Operations. The Limits of Liability should be no less than \$500,000 each occurrence, and \$500,000 aggregated for bodily injury, \$250,000 each occurrence, and \$250,000 aggregate for property damage, or \$500,000 each occurrence combined single limit.
- 2) Automobile Liability Insurance covering all owned, hired and non-owned private passenger autos and commercial vehicles with split limits of \$250,000 each person/\$500,000 each occurrence/\$100,000 property damage each occurrence or a Combined Single Limit of \$500,000.
- 3) Worker's Compensation and Employer's Liability including Statutory Worker's Compensation benefits and Employer's Liability of \$100,000.

If the participant conducting activities under this Worksite Agreement uses motorized vehicles, the insured shall ensure:

- That it and its sub-recipients and contractors are protected, and
- That the DOL, State of Wisconsin, Mayor's Office and the Employ Milwaukee and Milwaukee County are held harmless against claims arising from the ownership.

All insurers under this Worksite Agreement shall be reviewed by the appropriate Employ Milwaukee staff. The required insurance may be procured through policies issued by privately operated insurance companies or underwriters, state operated insurance funds, or a self-insurance plan that has been pre-approved by the appropriate Employ Milwaukee staff.

INDEMNIFICATION CLAUSE

The Worksite Agency and its sub-recipients at all times during the term of this Worksite Agreement will indemnify and hold harmless the Mayor's Office and Employ Milwaukee

PARTICIPANT REMOVAL

The Mayor's Office and Employ Milwaukee reserve the right to remove participants from worksites where the assigned Employ Milwaukee staff finds serious and/or continual violations of the WIOA regulations or conditions of the Worksite Agreement that are not likely to be remedied by immediate corrective action.

TERMINATION CLAUSE

The Mayor’s Office and Employ Milwaukee reserve the right to terminate this Worksite Agreement for either non-performance by any party or due to loss of available programs funding.

WORKSITE AGREEMENT SIGNATURES

As the Chief Executive Officer of Employ Milwaukee, I have read this Worksite Agreement and do hereby approve its funding and implementation.

Earl Buford **Date**

As the authorized representative of the Worksite Coordinating Agency, I have read this Worksite Agreement and both accept and will adhere to the requirements set forth.

Worksite Agency (name)

Authorized Representative (please print clearly) **Title**

Signature **Date**

ATTACHMENT D

**LIST OF PROPOSED WORKSITES
COMMUNITY WORK EXPERIENCE**

	Worksite	Address	#Youth	Supervisor	Phone#
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

ATTACHMENT E

Employ Milwaukee

Guidelines and Regulations Concerning the Use of Federal Funds For Religious and Sectarian Activities

Employ Milwaukee has compiled the following list of guidelines and regulations concerning religious and sectarian activities that offer direction, and apply to, organizations receiving federal funds.

The government is prohibited from directly funding religious activity. These grants may not be used for religious instruction, worship, prayer, proselytizing or other inherently religious practices. Neutral, secular criteria that neither favor nor disfavor religion must be employed in the selection of grant and sub-grant recipients. In addition, under the WIOA and DOL regulations implementing the Workforce Innovation Opportunity Act, a recipient may not train a participant in religious activities, or permit participants to construct, operate, or maintain any part of a facility that is primarily used or devoted to religious instruction or worship. Under WIOA, “no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.”

Federal Register / Vol. 68, No. 75 / Friday, April 18, 2003: Legal Rules That Apply to Faith-based Organizations That Receive Government Funds

The United States Supreme Court has said that faith-based organizations may not use direct government support to support "inherently religious" activities...it means you cannot use any part of a direct Federal grant to fund religious worship, instruction, or proselytization. Instead, organizations may use government money only to support the non-religious social services that they provide. Therefore, faith-based organizations that receive direct governmental funds should take steps to separate, in time or location, their inherently religious activities from the government-funded services that they offer. Such organizations should also carefully account for their use of all government money.

Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government, *WHITE HOUSE FAITH-BASED AND COMMUNITY INITIATIVES*

PROHIBITION ON ASSISTANCE FOR FACILITIES FOR SECTARIAN INSTRUCTION OR RELIGIOUS WORSHIP.-Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

Workforce Development Act §188(a) (3)

Sectarian Activities. DWE funds may not be used to attempt to support either religious or anti-religious activities. Grants that are issued to ‘faith based’ organizations must document the nonsectarian nature of the activity.

Sectarian Activities

WIOA funds may be used to train participants in religious activities when the assistance is provided indirectly through an Individual Training Account.

WIOA funds may not be used for employment in the construction, operation, or maintenance of any part of any facility that is used or will be used for sectarian instruction or as a place for religious worship with the exception of maintenance of facilities that are not primarily used for instruction or for worship and are operated by organizations providing services to WIOA participants. WIOA Sec. 188(a)(3); 20 CFR Part 683.255; 29 CFR Part 2, subpart D, and 29 CFR Part 37.6(f)(1) (Reference TEGL 1-05 dated July 6, 2005)

Please be advised that any and all complaints that allege violations of any of these guidelines, regulations, or laws will be thoroughly investigated by the Employ Milwaukee staff. If violations are found to have occurred, the provider’s contract may be terminated without further notice.

If you would like additional information on this please contact Paul Wechter, Legal Affairs Coordinator, at 414 270-1767.

ACKNOWLEDGMENT

I acknowledge that I have received, read and understood the Employ Milwaukee Guidelines and Regulations Concerning the Use of Federal Funds for Religious and Sectarian Activities.

Print Name

Signature

Date

ATTACHMENT F

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATE

Contractor certifies to the Mayor's Office and Employ Milwaukee (Grantor), as to the following and agrees that the terms of this certificate are hereby incorporated by reference into any contract awarded.

Non-Discrimination

Contractor certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, age, disability, political affiliation or belief, marital status, sexual orientation [as defined in Wis. Stats. §111.32(13m)], handicap, physical condition, developmental disability [as defined in Wis. Stat. §51.05(5)], or status as a special disabled veteran, Vietnam era veteran, or other protected veteran, offender status, arrest or conviction record (unless specifically exempted by grant regulations), and refusal to submit to sexual contact or sexual intercourse, and against beneficiaries, on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States. This includes but is not limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training including apprenticeship. CONTRACTOR will post in places, available to its employees, notice to be provided by the Grantor setting forth the provisions of this non-discriminatory clause. A violation of this provision shall be sufficient cause to terminate the contract without liability for the uncompleted portion or for any materials or services purchased or paid for by the CONTRACTOR for use in completing this contract.

Non-Segregated Facilities

Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location under its control, where segregated facilities are maintained.

Subcontractors

Contractor certifies that it has obtained or will obtain certifications regarding non-discrimination and non-segregated facilities from proposed subcontractors that are directly related to any contracts with the Grantor prior to the award of any subcontracts, and that it will retain such certifications in its files.

Affirmative Action Plan

Current affirmative action plans, **if otherwise developed by CONTRACTOR under applicable state or federal law**, must be filed with any one of the following: The Office of Federal Contract Compliance Programs or the State of Wisconsin, or the Milwaukee County Department of Audit, Courthouse Annex, Room 319, 909 North Tenth Street, Milwaukee, Wisconsin 53233. If a current plan has been filed, indicate as follows:

Where filed: _____ Year covered: _____ **OR**

No current plan is required to be filed.

Employees

Contractor certifies that it has _____ employees in the Metropolitan Statistical Area (Counties of Milwaukee, Waukesha, Ozaukee and Washington, Wisconsin) and _____ in total.

Compliance

Contractor certifies that it is not currently in receipt of any unresolved final findings of noncompliance with EEO regulation.

Executed this _____ day of _____ 20__

Agency Name: _____

Address: _____

City / State / Zip: _____

By: _____
(Signature) (Title)

ATTACHMENT G

CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 23 CFR part 98, Section 98.510, participant’s responsibilities. The regulations were published as part VII of the May 26, 1988 Federal Register (pages 19160 - 19241).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

Name and Title of Authorized Representative (please print clearly)

Signature

Date

INSTRUCTION TO COMPLETE THE ABOVE FORM

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. It is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies, including suspension and/or debarment.
3. The prospective of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective recipient of Federal assistance funds learns that it is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarment,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposed,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage section of Rules Implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should be proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspension, declared ineligibility, or voluntarily excluded from participation in this covered transaction, unless authorized by DOL.
6. The prospective recipient of Federal assistance funds agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the list of parties excluded from procurement or non-procurement programs.
8. Nothing contained in the forgoing shall be constructed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealing.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and / or debarment.

ATTACHMENT H

CONFLICT OF INTEREST STATEMENT

Name: _____

Affiliation with the City of Milwaukee, Mayor's Office or the Employ Milwaukee: (check one)

- Member
- Employee
- Grant Applicant
- Contractor

Do you, or any member of your immediate family have any ownership interest in, Development in, employment with, contractual relationship with, fiduciary or professional relationship with any organization or entity which receives or may seek to receive funds from, or which does business or may seek to do business with the City of Milwaukee, Mayor's Office or Employ Milwaukee?

- a. YES b. NO

If yes, please explain, giving the name of every such organization and the nature of your association with it.

For Grant Applicants and Contractors Only. (Answers should be made keeping in mind each individual of the grant applicant's and contract's board of directors, officers, employees, or any of their immediate family members).

1. Are you an employee of the City of Milwaukee, Mayor's Office or Employ Milwaukee?

- a. YES b. NO

2. Do you have a business or employment relationship with the City of Milwaukee, Mayor's Office or Employ Milwaukee?

- a. YES b. NO

If yes, please explain:

3. Does any employee of the Mayor's Office, City of Milwaukee or Employ Milwaukee serve on your organization's Board of Directors?

- a. YES b. NO

If yes, please explain:

Signature

Date

EXHIBIT A

PERFORMANCE EVALUATION

Due Date: _____ Evaluation: Midpoint Completion

Employee's Name: _____ Position Title: _____

Supervisor's Name: _____

Agency Name: _____

Section I Performance Evaluation Factors					
Unsatisfactory 1	Below Average 2	Adequate 3	Competent 4	Superior 5	Rating
JOB KNOWLEDGE (How well the employee knows job responsibilities & expectations)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of duties	<input type="checkbox"/> Good understanding of job & duties	<input type="checkbox"/> Excellent understanding of job duties	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Requires no extra supervision	
QUALITY OF WORK (How well the employee performs work assignments)					
<input type="checkbox"/> Poor quality of work	<input type="checkbox"/> Sometimes does quality work	<input type="checkbox"/> Usually meets minimum standards	<input type="checkbox"/> Routinely meets output requirements	<input type="checkbox"/> Consistently exceeds minimum standards	
Constant Errors	Requires close supervision	Some supervision to avoid errors required	Usually performs error free work	Consistently performs error free work	
ATTENDANCE (Employee's ability to report for work and be on time)					
<input type="checkbox"/> Excessive absence or tardiness (4+)	<input type="checkbox"/> Often absent or tardy (3)	<input type="checkbox"/> Seldom absent or tardy (2)	<input type="checkbox"/> Good attendance (1 absence or tardiness)	<input type="checkbox"/> Perfect attendance (no absence or tardiness)	
Not dependable	Seldom reports of absence or tardiness	Usually dependable	Dependable	Extremely dependable	
ATTITUDE (Ability to handle work-related relationships)					
<input type="checkbox"/> Difficult to work with	<input type="checkbox"/> Can be confrontational	<input type="checkbox"/> Tries to be cooperative	<input type="checkbox"/> Always cooperative	<input type="checkbox"/> Always shows enthusiasm at work	
Uncooperative or argumentative	Inclines to be stubborn	Usually agreeable & obliging	Willing to give assistance	Goes out of way to offer help or assistance	
VERSATILITY (Ability to accept and learn new tasks)					
<input type="checkbox"/> Unwilling to change	<input type="checkbox"/> Does not adapt well to change	<input type="checkbox"/> Able to adapt to change	<input type="checkbox"/> Adaptable & flexible to new tasks	<input type="checkbox"/> Handles new tasks with enthusiasm	
Unable to learn new tasks	Resists learning new tasks	Tries to handle new tasks	Handles new task with minimal difficulty	Handles new tasks with ease	

Section I Performance Evaluation Factors					
Unsatisfactory 1	Below Average 2	Adequate 3	Competent 4	Superior 5	Rating
INITIATIVE (Self-motivation and ability to develop ideas, plans & methods)					
<input type="checkbox"/> Needs constant prodding to do assignments	<input type="checkbox"/> Does not display creativity	<input type="checkbox"/> Occasionally seeks new tasks	<input type="checkbox"/> Usually seeks new responsibility	<input type="checkbox"/> Always seeks new tasks	
Does only what is necessary	Does not accept new responsibly	Will accept new responsibilities when told to do so	Accepts responsibility	Always offers new workable ideas and suggestions	
TEAMWORK (Ability to get along well with supervisor(s), co-workers and customers)					
<input type="checkbox"/> Difficult to work with	<input type="checkbox"/> Attempts to get along with others	<input type="checkbox"/> Usually gets along with others	<input type="checkbox"/> Often willing to help others	<input type="checkbox"/> Consistently works well with others	
Does not develop positive work relationships	Inclines to be stubborn	Usually agreeable & obliging	Always agreeable & obliging	Exceeds expectations in helping others	
					TOTAL SCORE

Circle Overall Performance

Unsatisfactory
7-11

Below Average
12-17

Adequate
18-23

Competent
24-29

Superior
30-35

Section II: Comments

Supervisor's Signature: _____ Date Signed: _____

Employee's Signature: _____ Date Signed: _____

EXHIBIT B

High Growth/High Demand Sector Skill Set Evaluation

Due Date: _____ Evaluation: Midpoint Completion

Employee's Name: _____ Position Title: _____

Supervisor's Name: _____

Agency Name: _____

Section I: High Growth/High Demand Sector Skill Set Evaluation Areas/Factors					
Unsatisfactory 1	Below Average 2	Adequate 3	Competent 4	Superior 5	Rating
Basic Computer Skills (Utilizing computer for communication, writing reports, maintaining information)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Communications (Providing oral and written communication to staff, clients, partners, etc.)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Coordination (Bringing others together to try to accomplish a task)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Customer Service (Providing good service/assistance to staff, customer/clients, vendors, partners, etc.)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Inventory Management (Maintaining accurate records on availability of resources)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Implementing Procedures (Following important procedures to properly perform for various functions)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Learning Products and Services (Communicating knowledge of services/products)					

Section I: High Growth/High Demand Sector Skill Set Evaluation Areas/Factors					
Unsatisfactory 1	Below Average 2	Adequate 3	Competent 4	Superior 5	Rating
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Maintenance (Performing any routine maintenance on equipment)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Management (Obtaining and using all the necessary tools to complete a task)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Patient Care (Providing satisfactory services to patients in a timely and thorough manner)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Planning and Organizing (Developing strategy for accomplishing projects/tasks)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Production (Producing and completing a product or activity)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Quality Control (Conducting evaluations of tasks, documents, information sharing to prevent errors)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Safety (Obtaining safety awareness knowledge and following guidelines for safety)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Sales (Utilizing strategies to get customers/clients to accept and utilize services and products)					

Section I: High Growth/High Demand Sector Skill Set Evaluation Areas/Factors					
Unsatisfactory 1	Below Average 2	Adequate 3	Competent 4	Superior 5	Rating
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Time Management (Completing assignments to monitor progress towards meeting timelines)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
Trouble Shooting (Determining causes of errors and decide what to do about it)					
<input type="checkbox"/> Needs constant supervision	<input type="checkbox"/> Knows minimum	<input type="checkbox"/> Has basic knowledge of skill set	<input type="checkbox"/> Good understanding of skill set	<input type="checkbox"/> Excellent understanding of skill set	
Cannot do work on own	Requires close supervision	Requires some supervision	Needs minimal supervision	Needs no extra supervision	
TOTAL SCORE					

Circle Overall Performance

**Unsatisfactory
17-25**

**Below Average
26-40**

**Adequate
41-55**

**Competent
56-70**

**Superior
71-85**

Section II: Comments

Supervisor's Signature: _____ Date Signed: _____

Employee's Signature: _____ Date Signed: _____

Required Elements Checklist
Community Work Experience RFP 2017

Use this form to check whether you have included all required elements in your application. You do not need to attach this to the application you submit to the Employ Milwaukee.

Incomplete applications will not be considered.

Elements	Included/Attached
Transmittal Letter	

Narrative and Attachments (original and 3 copies)	
SECTION I: Organizational Description	
SECTION II: Demonstrated Past Performance	
SECTION III: Quality of Program Design	
SECTION IV: Ability to Incorporation High Growth/High Demand Skills Sets	
SECTION V: Program Supervision	
Attachment A – Signed Project Cover Sheet	
Attachment B – Job Description for each position	
Attachment C – Signed Worksite Agreement	
Attachment D – List of Proposed Worksites	
Exhibit B – High Growth/High Demand Skills Set Evaluation	

Organizational Packet (original only)	
Proof of financial stability (P+L / balance sheet <i>OR</i> audit)	
Proof of tax-exempt status, if applicable	
Proof of adequate current liability insurance coverage	
Attachment E – Acknowledgment Form, Employ Milwaukee Sectarian Policy	
Attachment F – Equal Employment Opportunity Certificate	
Attachment G – Certificate Regarding Lobbying	
Attachment H – Conflict of Interest Statement	