



Western Virginia Workforce Development Board  
Youth Contract Recommendation  
Area III Youth/July 1<sup>st</sup>, 2004 to June 30<sup>th</sup>, 2005  
Goodwill Industries of the Valleys, Inc.

Presented to the WDB for consideration June 11, 2004

Contract Recommendations July 1<sup>st</sup>, 2004 to June 30<sup>th</sup>, 2005

I. Scope of Services

Goodwill hereby agrees to furnish the following services as described in Addendum A (Project Summary) and Addendum B (Project Narrative):

- A. Assign case managers to staff the workforce centers in Covington, and Roanoke during all hours of operation, at the workforce center in Rocky Mount a minimum of twenty hours per week, and at satellite locations in Botetourt County, Craig County and Salem on a part-time basis as needed.
- B. Provide the following mandated WIA services to a minimum of 140 eligible in-school and 60 eligible out of school youth in the eight jurisdictions of Workforce Investment Area Three (Cities of Covington, Roanoke and Salem and Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke) and continued services to youth currently enrolled in WDB programs:
  1. Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies;
  2. Alternative secondary school services, as appropriate;
  3. Summer employment opportunities that are directly linked to academic and occupational learning;
  4. As appropriate, paid and unpaid work experiences, including internships and job shadowing;
  5. Occupational skill training, as appropriate;
  6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate;
  7. Supportive services;
  8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
  9. Follow-up services for not less than 12 months after the completion of participation, as appropriate; and
  10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- C. Maintain accurate records of participant activity and performance in the statewide MIS system.

- D. Assist Youth Council in the development of partnerships with organizations and agencies serving youth in Area III.
- E. Provide leadership and resource materials to youth partnerships, organizations and agencies in Area III.
- F. Represent the Youth Council at statewide youth meetings and share information with the Youth Council Members.
- G. Participate in WIA youth meetings by providing resources, information and preparing studies as directed by the Youth Council.
- H. Develop a twelve-month action timeline for the Youth Council so youth contracts, meetings and youth rallies can be accomplished in a timely order.
- I. Keep the Youth Council, the Executive Director, the subcontractors and WDB up to date on any changes in WIA law and regulations related to youth programs.
- J. Develop a working relationship with other area youth coordinators in the state and share their programming ideas with the Youth Council.
- K. Develop and maintain an email discussion group with membership from all Virginia WIA youth coordinators, and WIA youth coordinators in other states.
- L. Assist the Youth Council in creating new and innovative ideas, programs and services in Area III.
- M. Develop and maintain an up-to-date listing of youth service providers in Area III.
- N. Present Youth Council members with an executive summary of critical proposal information such as enrollment levels, outcomes, cost per participant, budget summaries, target population, and services provided.
- O. Advertise availability of youth workforce training by utilizing local media, informing one-stop center partners, and other agencies such as public schools, social service departments, and local governments.
- P. Utilize current eligibility assessment systems to protect against the enrollment of any ineligible youth. This eligibility system includes third party 30-day reviews of all eligibility, reviews conducted by Client Service Supervisor to assess verification information and a ten percent sample conducted by internal staff. Goodwill will conduct Eligibility determination/verification for all Area III WIA funded in school and out of school youth programs including those administered by WDB youth service providers other than Goodwill.
- Q. Refer youth to programs based on need and ability to benefit from appropriate services. All individuals who are not selected for program participation will be referred to other workforce center partners for services.
- R. Review financial information related to youth program costs with the WDB Executive Director at least one week prior to Youth Council meetings and delivers a complete report at each Youth Council meeting.
- S. Include the Virginia Workforce Network logo on all marketing materials and submit all marketing materials the Executive Director prior to printing.
  - a) Cultivate and maintain working relationships with a minimum of fifty employers
    - 1. Labor market information will be maintained at all sites to ensure employer needs are being met.
    - 2. Goodwill has established 20 worksites in PY03 and will establish up to 20 additional sites in PY04.

3. Informational presentations at employer advisory meetings, civic organizations, and related employer groups.
  4. Assessment of industries predicted to grow in Area III.
  5. Provide occupational skills training to meet Area III employer needs.
  6. Twenty Youth will participate in Apple Ridge Farm's 2004 Summer Academic Camp.
- b) Strategies to improve marketing and community outreach
1. Goodwill will continue to maintain relationship with all area agencies and provide case management, when required, on site.
  2. Local newspapers, television, and public radio stations will be contacted for PSAs.
  3. Public Housing case management will be strengthened (example: Roanoke Redevelopment & Housing Authority MOU).
  4. Incentives will be offered to all older youth completing a work readiness credential.

**Goodwill will insure that the ten required program elements as noted in the Workforce Investment Act of 1998, Chapter 4, Section 129(c) paragraph 2 are available to youth in all eight jurisdictions of Workforce Investment Area III.**

Current:

PY03 Program funding: \$313,400

Committed to serve: 200 youth

Status: Goodwill has served 278 youth

Average cost per participant: \$1,127

- Goodwill has complied with PY03 contract scope of services.
- All enrolled youth have received in-depth guidance and counseling
- All participants have been assessed to determine skill and interest levels.
- Tutoring has been provided as needed.
- Thirty youth have been provided work experience.
- A Leadership Development Experience was held at Va Tech.
- By this program year, all goals set will be attained.
- Youth services are available in all jurisdictions.
- Case Managers are housed at all Workforce Centers and at satellite offices in Roanoke City and Alleghany Highlands.
- Case Managers have visited all schools in Area III.
- All exited youth are currently receiving follow-up services.
- Participation in Truancy Boards in Franklin and Alleghany County.
- The re-certification of all Area III Youth.
- Program monitoring found the Youth Program is being operated in accordance with required regulations, policies, and regulations.

Recommended:

PY04 Program funding: \$270,546

Committed to serve: 150 youth

Additional commitments:

Before July 1, 2004, meet with each Chief Local Elected Official to specifically outline Goodwill's Plan of Operation for their municipality.

Monthly reporting to WDB Staff tied directly to contract requirements and VWN system, to include reporting of PY03 Carryover Expenditures.

Bi-Monthly Reporting to WDB at Board Meetings