



Introduction:

Catalyst Life Services has been awarded funding for Summer Youth Employment Services programming and is seeking a committed local partner with demonstrated experience in serving youth in need, providing worksite coordination and mentorship opportunities, and working with business, transportation, and human services partners. The purpose of this funding is to assist local youth from families with household incomes below 200% of federal poverty levels.

The funds are retroactively available May 1, 2023 and must be expended by September 30, 2023.

Catalyst Life Services is requesting proposals for qualified service providers to assist youth ages 14-18 with employment skills, transportation assistance and coordination, worksite placement, on-the-job mentorship, and other supportive services as needed. The goal of this program is to equip Richland County youth with the necessary skills to enter the adult workforce prepared for employment.

Proposals will be accepted via email through May 9, 2023 by 4:00 pm. Please email proposals to: mitch@catalystlifeservices.org by 4:00 pm.

Questions can be directed to mitch@catalystlifeservices.org. Questions and Answers will be posted publicly on the Catalyst Life Services Facebook page as they are received and answered.

Services for RFP:

Paid work experiences for youth participants

Employment placement and training

Worksite coordination and onsite mentorship

Transportation assistance and training

Additional supportive services and connections with community resources

Collaboration with Catalyst Life Services, Success Unlimited Programs, the Ohio Means Jobs Center, and Richland County Job and Family Services to encourage youth and their families to utilize the resources and training available through this shared collaborative partnership.

*A limited amount of funding is available for youth whose household income exceeds 200% of federal poverty level, in this case, youth may be served by this program on an individually determined basis.

Expected Outcomes:

Increased youth job seekers entering the workforce with employment skills and training

Increased numbers of local businesses connected with job seekers

Greater labor participation rates from Richland County households and families

Decreased reliance on public assistance programs for households in Richland County

Satisfaction of businesses receiving youth workers

Wraparound services ensuring participant success in employment-related areas

*Participants may elect to enroll in year-round services on an individually determined basis.

1. Description of Organizational Qualifications and Experience

- a. Describe the organization's experience in providing similar employment services to a similar youth population and its demonstrated performance; describe the organization's ability to measure youth job performance and report on outcomes.
- b. Provide a summary of relevant provider personnel directly involved in the provision of services, including their qualifications and abilities to perform the required services.

2. Program Design and Strategies

- a. Describe the employment services proposed and explain how the services will be performed; include a brief description of recruitment, orientation, onboarding, placement, mentorship, and reporting services.
 - i. Emphasize any innovative or evidence-based strategies used to provide the required services.
- b. Describe how the program utilizes existing and available community resources; describe past and present efforts to collaborate with Richland County Job and Family Services, Success Unlimited Programs, and/or Catalyst Life Services and/or other workforce partners.

3. Financial Accountability

- a. Describe the organization's accounting experience and ability to assume fiscal responsibility for the funding.
- b. Describe the organization's internal systems of controls (including fiscal tracking, information gathering and reporting, and performance tracking).
- c. Include an abbreviated budget narrative which details proposed line item amounts; including a rationale for each line item.
- d. Provide a description of any additional resources committed to support the program (cost allocation plan); include amounts and sources of any additional resources.
- e. Include a detailed budget which is reasonable for the services proposed.

Budget Worksheet

Administration	
Wages and Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	
Fringes (List all fringes and benefits including fringe rates)	
Total Wages and Fringes	\$0.00
Operating Expenses	
Consumable Goods	
Occupancy Costs	
Total Occupancy Costs	\$0.00
Other	
Other (Specify)	
Total Other	\$0.00
Total Administration (Limited to 10% of the total award amount)	\$0.00
Program Costs	
Wages and Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	
Fringes (List all fringes and benefits including fringe rates)	
Total Wages and Fringes	\$0.00
Operating Expenses	
Travel	
Communications	
Total Operating Expenses	\$0.00
Total Wages and Fringes and Operating Expenses	\$0.00
Direct Client Costs	
Participant Wages	
Participant Fringes (List all fringes and benefits including fringe rates)	
Subcontracts: (List all contracts with amounts)	
Total Direct Client Costs	\$0.00
Total Program Costs	\$0.00
Grand Total All Categories	\$0.00

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 Catalyst Life Services is not paying for more than its required share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e. leases, audits, accounting fees, etc.)

Add or revise budget line items as needed.