



Background

The Workforce Development Board Mid-Ohio Valley (WDBMOV) develops innovative workforce strategies that help businesses, individuals and industries achieve and sustain economic vitality across all communities in Region 4 of the State of West Virginia. The WDBMOV oversees federally-funded workforce services for businesses and job seekers provided through the Department of Labor Employment & Training Administration.

The WDBMOV is seeking the services of a highly qualified professional to provide support to the WDBMOV Executive Director as in independent WIOA Youth Program Compliance Monitor.

Currently, the WDBMOV is funding a youth program in-house. Federal and State regulations require that WDBMOV administered programs be professionally monitored for compliance and accomplishment at least once annually. Since the WDBMOV staff work tandemly with the program operators to implement activities and service to our region's youth, an independent monitor can provide a more objective assessment of program operations.

Purpose and Position Description

The WDBMOV is seeking one or more highly qualified professional(s) to provide Subrecipient program compliance monitoring services.

This program monitor will work closely with WDBMOV staff and will provide subrecipient program monitoring services, using prescribed guides and processes to monitor compliance with relevant policies, procedures and outcomes.

Important Information

Program monitoring services are required for two program years 2022-2023 and 2023-2024 for WIOA youth program services.

Goals of Monitoring

- 1) Create necessary monitoring tools, in line with WDBMOV monitoring guides, policies and documents.
- 2) Using monitoring tools, provide an objective review of WIOA funded services provided by youth program operators/subrecipients.
- 3) To ensure that the monitoring serves as an industrial process for program operators, not only to meet regulations, but to set a high standard of optimal delivery of services.

Monitoring process may include:

- ◆ Research and identify monitoring guides and policies to develop a local monitoring tool and guides.
- ◆ Develop schedule of monitoring activities with local area staff.
- ◆ Schedule and facilitate opening conference with operators.
- ◆ Conduct monitoring of program, fiscal and training services.
- ◆ Schedule and facilitate closing conference with operators.
- ◆ Write monitoring report for review by WDBMOV staff prior to delivery to operators.
- ◆ Follow up with local area and/or operators as required.
- ◆ Provide technical assistance to address areas of concern, as required.

Additional requirements:

- ◆ Perform the monitoring on an agreed-upon schedule with the WDBMOV Executive Director or his/her representative. This should include two on-site visits (one per program year).
- ◆ Monitoring must include at least a review of WDBMOV policies and procedures, operators policies and procedures, participants case files and interviews with staff and participants.
- ◆ Monitoring must be conducted in-person.
- ◆ Provide written reports to the WDBMOV Executive Director that meets the quality and standards of the WDBMOV Executive Director.
- ◆ Will be required to present oral reports to one or more WDBMOV committees on final monitoring report.
- ◆ Must be available to meet with State and/or Federal monitors, if requested.

Please submit a cover letter and the following:

- 1) Qualifications (i.e. resume) and description of your experience and expertise in managing workforce development programs, projects and activities,
- 2) Include in your resume any examples of working with program operations at the managerial or oversight level,
- 3) Budget estimates

Compensation

For purposes of this Request for Proposal, the WDBMOV will negotiate compensation and a contract amount, with the best qualified candidate.

WDBMOV reserves the right to negotiate the final funding amount which may be lower than the amount submitted by the selected applicant. Funding for this contract shall be contingent upon availability of grant funding.

Subrecipient Name	Mountain State Educational Services Cooperative
Subrecipients DUNS Number	081106251
Federal Award Identification Number (FAIN)	AA-38563-22-55-A-54
Federal Award Date	07/01/2022
Subaward Period of Performance	July 1, 2022 – June 30, 2023
Amount of Federal Funds Obligated	\$938,637.00
Total Amount of the Federal Award	\$938,637.00
Federal Award Project Description	WIOA Youth Program Services
Name of Federal Awarding Agency, Pass-Through Entity & Contact Information for Awarding Official	U.S. Department of Labor; WorkForce West Virginia; Scott Adkins, Acting Commissioner WorkForce West Virginia
CFDA Number and Name	17.259 WIOA Youth
Identification of Whether the Award is R&D	No
Indirect Cost Rate for the Federal Award	4.24%

Submittals

Please submit proposals electronically to:

Robin Sterling – rsterling@wdbmov.com

or send hard copy to:

Workforce Development Board Mid-Ohio Valley

Attn: Robin Sterling

600 18th Street Box #3

Parkersburg WV 26101

Deadline for proposals is April 21, 2023 by 1:00pm Eastern time. Any questions can be sent to rsterling@wdbmov.com prior to April 14, 2023.