

**New Hampshire Department of Education  
Division of Adult Learning and Rehabilitation  
21 South Fruit Street, Suite 20  
Concord, NH 03301**

**Request for Proposal**

**Workforce Investment Act Title I  
In-School and Out-of-School  
Year Round Youth Programs**

**PY 2007 and PY2008**

**Funded by the Youth Council and Workforce Opportunity Council, Inc.  
through Workforce Investment Act, Title I Youth Funds from U.S.  
Department of Labor, Employment and Training Administration in  
cooperation with NH Department of Education**

The NH Department of Education and Workforce Opportunity Council, Inc. are proud members of the America's Workforce Network and of the NH WORKS system, and are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.  
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**REQUEST FOR PROPOSALS**  
Workforce Investment Act Title I  
In-School and Out-of-School Year-Round Youth Programs

**Deadline for Receipt of Proposals**                      **4 P.M., February 8, 2007**

**Entity:** Attached is the Request for Proposal (RFP) for Workforce Investment Act (WIA) Title I Youth Funds for PY 2007 and 2008. This RFP is based on decisions by the Youth Council of the New Hampshire Workforce Opportunity Council, the volunteer body that oversees WIA Youth Funds. The Workforce Opportunity Council (Council) contracts with the New Hampshire Department of Education (NHDOE) for specific operational and oversight responsibilities for WIA Title I Youth Programs. It is anticipated that programs funded through this RFP will be contracting with NHDOE for PY 2007 and 2008.

**Proposal Inquiries:** All questions about this Request for Proposals (RFP) must be submitted in writing, by e-mail or fax (include your fax number) no later than January 12, 2007 at 4pm to:

Bonnie St. Jean, WIA Title I Youth Administrator  
New Hampshire Department of Education  
21 South Fruit Street, Suite 20  
Concord, NH 03301  
Fax (603) 271-7095  
E-mail: [bst.jean@ed.state.nh.us](mailto:bst.jean@ed.state.nh.us)

The Department of Education will address inquiries received by the deadline, in writing, if they are determined to be vital to the approval process. In addition, any modifications to the specifications contained in this RFP shall be made in writing by the Department of Education immediately following the deadline for receipt of inquiries and no other changes will be entertained after that date. All questions and responses will be found on the NH DOE website ([www.ed.state.nh.us](http://www.ed.state.nh.us)). Verbal agreements or instructions from any source are not authorized or binding on the State of New Hampshire.

**Purpose:**

The New Hampshire Department of Education is currently seeking proposals from all interested applicants (community-based organizations, school districts, postsecondary institutions, faith-based organizations, agency collaboratives, etc.) to provide WIA program services to at-risk youth between the ages of fourteen (14) and twenty-one (21) years of age who meet economically disadvantaged eligibility requirements established by the Workforce Investment Act, Title I.

The overall goals of the program are:

- for out-of-school youth to attain employment and training skills (occupational, work readiness and academic skills that lead to employment) and

- for in-school youth programs to help New Hampshire's youth complete a high school diploma or equivalent GED AND transition into skilled employment and/or postsecondary education. for in-school youth programs.

The funding purposes for youth activities under this RFP are:

- a. to provide eligible youth seeking assistance in achieving academic and employment successes with effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers;
- b. to ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;
- c. to provide opportunities for training to eligible youth;
- d. to provide continued supportive services for eligible youth;
- e. to provide incentives for recognition and achievement to eligible youth; and
- f. to provide opportunities for eligible youth in activities related to leadership development, decision making, citizenship, and community service.

**Priorities:**

The New Hampshire Youth Council, in conjunction with the Workforce Opportunity Council, is the policy body that oversees WIA Title I Youth programs and funds. The Youth Council has seven priorities that it is looking to fulfill in programs that it will fund. These priorities are:

1) Meeting Needs: Programs should meet the needs of at-risk youth populations and under-served communities while providing a broad range of services that meet the academic, employment, and youth development needs of young people. Programs should be aimed at ensuring that economically disadvantaged youth in school and out of school have the opportunities and support needed to become productive members of the workforce and achieve economic self-sufficiency.

2) Youth Development: Effective programs are built on a well-conceived and implemented approach to youth development. A commitment to youth development is exemplified by a conscious and professional reliance on youth development principles, including high expectations, caring relationships, holistic service strategies that build responsibility and identity, and a view towards youth as resources. Key strategies the Youth Council is looking for in this area are providing adult mentors for every youth participant, integrating social and support services into programming, addressing transportation barriers to youth access, accommodating a variety of learning styles, and providing follow-up services for young people when they exit in order to ensure their continued success.

3) Skill Development: Effective programs clearly emphasize the development of skills, knowledge, and competencies that lead to jobs and careers. Programs should strongly link work and learning and academic and occupational learning. Key strategies the Youth Council is looking for in this area are linkages to

apprenticeships, community colleges and employers; transition services; and how participants will gain academic credit and skill credentials.

4) Involvement of Employers and Links to Local Labor Markets: Programs should have the strong involvement of local employers and should be linked to local labor market needs and growing economic sectors. Programs should provide effective connections to intermediaries with strong links to the job market and local and regional employers.

5) Collaboration and Leveraging Partnerships: Programs are sought that demonstrate how partnerships and the involvement of the community will be used to meet the program goals. Involving the local community means developing real partnerships among educational institutions, employers, community-based organizations, private sector employers, and/or other organizations and members of the community interested in youth. Respondents are encouraged to access resources from these partnerships and use them in the program to provide quality youth opportunities.

6) Producing Results: Programs should ensure that young people are gaining the skills to complete high school or its equivalent and transition to postsecondary education, advanced training or skilled employment. Programs should track these results and strive to continuously improve their programs and their outcomes for youth based on information and data.

7) Academic Gains for In-School Youth: Alternative Education programs (either dropout prevention or dropout recovery models) will provide quality education that adheres to the state standards developed in response to the No Child Left Behind Act (NCLB). Contractor's process must demonstrate progress towards the standards for success within NCLB.

## **1.0 AMOUNT AND CONTRACT PERIOD**

**1.1 Funds available:** Funding of this Request for Proposal is contingent on federal allocations and decisions of the US Department of Labor. At this time, we are anticipating approximately \$1,500,000 available in grant funds for this RFP for each funding year.

**1.2 Contract period:** It is anticipated that programs funded through this RFP will be contracting with NHDOE for the period 4/1/2007 through 6/30/2008 and follow up services during the period 7/1/08-6/30/09 both of which may be renewed for an additional option year depending on:

- funding availability
- attainment of contractual and performance goals and measures as well as modifications (if necessary) to comply with new DOL priorities and/or reauthorization

## 2.0 BID PROCEDURES

- 2.1 Submittal Deadline:** Proposals must be typed. An original proposal with original signatures on the cover sheets and six (6) identical copies of the proposal must be received at:

New Hampshire Department of Education  
Attn: Bonnie St. Jean  
21 South Fruit Street, Concord, NH 03301  
Concord, NH 03301

**No later than 4:00 PM Eastern Standard Time, February 8, 2007.**

Technical questions about this proposal should be addressed to Bonnie St. Jean at 271-3805 or [bst.jean@ed.state.nh.us](mailto:bst.jean@ed.state.nh.us). Only complete applications received on or before the above date will be considered for review.

- 2.2 Proposal Contents:** See Proposal Checklist (Form E) and Statement of Work (section 4.2) for the required proposal contents.
- 2.3 Instructions for multiple program site proposals:** An organization submitting proposals for different program sites should write one proposal for each applicable region. If there are multiple sites within that regional proposal, where any of the information requested in the statement of work section (for example, youth and community need, past outcomes, staffing, local partners, etc.) is specific to a program site and not to the overall program, then separate pages for that section specific to that site should be included in the regional proposal. In addition, an individual site budget for each program site should also be included within the regional proposal.
- 2.4 Technical Assistance Conferences:** Technical Assistance Conferences will be held:
- December 11, 9-12 noon at NH Dept. Of Education, 21 South Fruit Street, First Floor Conference Room, Concord, NH 03301
  - December 11, 1:30-4:30 at NH Works, 300 Hanover Street, Conference Room 1, Manchester;
  - December 12, 9:30-12:30 at Littleton Learning Center, NH Works, Conference Room 1, 646 Union Street, Littleton
  - December 13, 1:30-4:30 at NH Works, 2000 Lafayette Road, Portsmouth

All organizations interested in submitting a proposal are strongly encouraged to attend one of the sessions. Organizations interested in attending should RSVP and include the date they will be attending to Bonnie St. Jean at 271-3805 or [bst.jean@ed.state.nh.us](mailto:bst.jean@ed.state.nh.us).

## 2.5 Estimated Timeline:

November 22, 2006	Mailing of RFP
December 11-13, 2006	Regional Technical Assistance Meetings
February 8, 2007	Deadline for Receipt of RFP (4 p.m.)
February, 2007	Review of Proposals, scoring, recommendation
March 1, 2007	Youth Council/Workforce Opportunity Council funding decisions
April-June, 2007	Contract Review by Attorney General's Office, Governor and Council Approval
April 6, 2007	Returning Contractor Training for Out-of-School Youth Programs
April 13, 2007	Returning Contractor Training for In-school Youth programs
April 16-18, 2007	New Contractor Training in Concord
TBA	All Contractor Training (CASAS)
April-June, 2007	Recruitment, Eligibility Certification, and Assessment
December, 2007	Funding Renewal Decisions based on Performance Measure Outcomes
July 1, 2007 – June 30, 2008	PY07 Program Delivery
July 1, 2008 – June 30, 2009	PY07 Participant Follow-up and PY08 Program Delivery
July 1, 2009-June 30, 2010	PY08 Follow-up

**Program Management Technical Assistance:** If awarded a grant under this RFP, the following trainings are required for funded contractor personnel:

- Recruitment, Application, Assessment, and Reporting Requirements – to be held on two different occasions to accommodate varying contractor skill levels.
- Equal Opportunity Training - one full day in Spring (required)
- CASAS Assessment

### Technical Assistance:

- Optional Technical Assistance includes a monthly WIA Directors meeting with training focus topics including Assessment, Delivery of 10 Essential Elements, Work-Based Learning, Job Development/Retention/Placement, Dropout Prevention/Recovery Strategies; Continuous Improvement, Achieving Performance Measures, and other related topics as determined by Contractors.
- In addition, on-site technical assistance is provided three-to-six months after program commences, and as needed; as well as phone calls and e-mail to the Department for on-going technical assistance and support.

- Contractors may want to include funds in their budget for additional technical assistance, such as for consultants or to attend related conferences including National Youth Employment Coalition (NYEC), National Dropout Prevention Conference, or others.

### 3.0 EVALUATION OF PROPOSALS

**3.1 Proposal Review Criteria:** Proposal submissions will be reviewed to ensure that all the required documentation, signatures, and assurances are included. The cost of the proposal will not be the sole determinate factor for selection. The proposal contents will be reviewed and scored. (See Section 5.0 for rating criteria and points).

**3.2 Allocation of Funds:** A minimum of 45% of the funds under this RFP will be allocated to programs that serve out-of-school youth and up to 55% of the funds will be allocated to youth currently enrolled in educational activities. Respondents may choose to apply to serve in-school youth only, out-of-school youth only, or both.

The goal is to distribute funds throughout the geographic regions of the state. However if there are high performing programs in other regions of the state are unfunded, they will be given funding priority. The method of distribution to reach that goal is based on the number of youth in poverty within that region as a percentage of the total number of youth in poverty in the state as an average of the three most recent years of data available. (For 1999, "County Estimates for Related Children Age 5 to 17 in Families in Poverty for New Hampshire" from the New Hampshire Office of State Planning, State Data Center. Source is the US Census Bureau - Housing and Household Economic Statistics Division, Small Area Estimates Branch.)

NH DOE/Youth Council/Workforce Opportunity Council reserves the right to allocate funds as appropriate based on the quality of proposals, past performance, and the statewide minimum of 45% out-of-school funding:

**3.3 Proposal Review Process:** The Youth Council in conjunction with the Workforce Opportunity Council, Inc. will establish a review panel and conduct a comprehensive, fair and impartial evaluation of all proposals received that meet the Request for Proposals minimum requirements. Proposals that do not meet minimum criteria will not be funded. Applications will be reviewed using the point scoring system specified in Section 5.0. Applications will be ranked based on the score assigned by the panel after careful evaluation by panel members. Final decisions will be based on the application score, the regional and minimum funding requirements noted in 3.2, the judgment of the review team and the Youth Council in conjunction with the Workforce Opportunity Council, and where applicable the Governor and NH Executive Council approval process.

## **4.0 PROPOSAL NARRATIVE/SERVICES TO BE PROVIDED**

- 4.1 Background:** The formal Proposal must include all of the required forms, signatures and attachments (see Proposal Checklist - Form E) and address all elements specified in the RFP. The narrative must be in the order described below and written in a straightforward and concise manner.
- 4.2 Statement of Work:** Proposals shall consist of a narrative that demonstrates the applicant's knowledge of the need for this particular program, its understanding of the services and activities proposed to alleviate the need and its capabilities to accomplish the expected outcomes of the proposed project design. The narrative proposal shall be typed and not exceed a total of 13 pages. Supplementary materials, charts and exhibits may be included as part of this submittal and do not count towards the page limits. These should be kept brief and either explain or expand upon information presented in the formal Proposal. All supplementary materials must be clearly identified (i.e. Appendix A, B, etc.) and cross-referenced in the text of the formal Proposal. Applicants should be responsive to the purpose of the program and the priorities of the Youth Council, the required program components specified in Section 6.0, and the Rating Criteria contained in Section 5.0. The following sections must be contained in the proposal to meet the minimum requirements for evaluation.

### **4.2.1 EXECUTIVE SUMMARY**

Provide an Executive Summary of your proposal that is no longer than one page.

### **4.2.2 YOUTH, COMMUNITY AND SERVICES NEED**

1. Youth Need: The Youth Council is interested in funding programs in those communities that have a concentration of needy youth and a demonstrated need for services based on data such as child poverty, dropout statistics, achievement test scores, pregnant and parenting teens and juvenile offenders, etc. Demonstrate through the use of community information that a need exists for the target youth population you plan to serve and attribute the sources used to make this case.

Describe the youth you are targeting based on your community's youth and service needs and the eligible youth criteria listed in section 6.2. List the age group and any special populations that are being targeted for this program.

2. Services Need: The Youth Council is interested in funding programs in those communities that lack youth development, and employment and training services outlined in the 10 essential program elements (see Section 6.4) for in-school and out-of-school youth. Describe the need for this program in your

community. Explain the gap in programming you are trying to fill. Include the existence of similar youth services (or lack of youth services) in your community and what documentation (such as community needs assessments) you base this on.

#### **4.2.3 PROGRAM DESIGN**

1. In this section, describe your program, and how you will address the overall goals of this proposal, the six priority areas, and the 10 essential program elements. Describe how these will be addressed through collaboration and leveraging resources and how you will address the key program components of recruitment, assessment, service delivery, implementation and follow-up.
2. Describe how your program will demonstrate process towards attainment of NCLB standards for success. Include how your program will ensure academic year process as a result of enrollment in a WIA funded program and literacy/numeracy strategies targeted to your proposed program's participants.
3. Recruitment: Describe the outreach methods and recruitment process planned to target your youth population and achieve the program enrollment goals. **Include specific strategies and timeline of implementation.** (If you plan to serve non-WIA youth in your program, please note how many non-WIA youth you plan to serve and how services to these youth will be funded without WIA youth dollars.) If you have operated similar programs, how many youth were served and how were they recruited. (See also section 6.1.)
4. Assessment and Individual Service Strategy: Describe how you will assess youth needs and develop individual service strategies. Describe assessment methods, instruments, and tools to be used in the assessment process. See section 6.3 for description of assessment required.
5. Please detail how each of the 10 WIA Essential Program Elements will be available for youth seeking or needing that element. The ten elements are listed in Section 6.4. Describe the partnerships/collaboratives you will use to provide the program elements and include letters of commitment from your partners. Letters of commitment should specify what resources - cash, in-kind contributions, program slots, staff support, equipment, space - the partner is adding to the program. Letters of general support are discouraged. Include copies of boiler plate summer youth contracts, work-based learning contracts and other forms to be utilized in program delivery with students, businesses, or community.

6. Previous WIA youth fund recipients only: If you have received WIA funding in the past, please describe improvements and/or programmatic changes made for this proposal based on your previous WIA services experience and lessons learned.

#### **4.2.4 OPERATIONAL CAPACITY/OUTCOMES**

1. Organizational experience: Describe your organization and its ability to provide quality youth programs, including your experience in delivering academic, employment, support and leadership development services to youth. Describe your experience in providing education, employment and training services to economically disadvantaged youth possessing barriers similar to those required under WIA. If you do not have experience in delivering workforce development opportunities to youth, why would you be well positioned to do so?
2. Past outcomes: Describe measurable outcomes of your youth programs in the past to demonstrate your track record. Include numbers of participants served and outcomes such as percentage of participants attaining high school diplomas, obtaining employment, going to postsecondary education, gaining skills, or other youth development outcomes. If you have received WIA funds, outline and describe your WIA performance outcomes and indicate if there were any circumstances that affected your program's performance that should be considered. Highlight past collaborative efforts to provide youth education, employment and training services.
3. Staff: Provide a summary of the titles, qualifications and responsibilities of key program staff. Include job descriptions and resumes of all staff as attachments. Address the organization's ability to assign a qualified substitute in the absence of assigned staff.
4. Facilities: Describe the instructional and worksite locations where your organization will conduct training and the type of space, equipment, and facilities (e.g., classrooms, labs, etc.) to be used. The American with Disabilities Act (ADA) requires direct unimpaired access to programs supported with federal funds. Indicate whether the facilities in which the program is delivered are handicap accessible and barrier free.
5. Performance goals: NH has set planned minimum performance goals for WIA Youth Title I programs (Section 6.6). Using Form D, fill in your outcome goals for these measures for the young people you plan to serve.
6. Continuous Improvement: Describe how you will use information and data to continuously improve the program.

#### 4.2.5 BUDGET

1. Budget forms: Please prepare a detailed proposal budget in the budget forms provided in this RFP (Forms F and G). All costs must be **allowable** (under WIA rules); **necessary** to successful program operation; and **reasonable** relative to similar expenses charged elsewhere. Include with the budget all aspects of funding needed for delivery of your program. For example, if participants were to participate in subsidized employment during the summer period, payroll and wages of both participants and administrative staff writing the checks must be included or provided in-kind. If including tuition costs in your budget, please see Tuition under the definition section (Section 7.16).

Cash and/or in-kind contributions must constitute a minimum of 15% of the federal dollars requested for this program. This may be achieved through cash commitments; in-kind donation of administrative charges, facilities, transportation fees, etc. and/or resources contributed by program partners. In-kind budgets (Form H) must list actual necessary costs of the program that are not being charged. Administrative costs cannot exceed 9% (Administrative costs are those costs that do not directly benefit the youth, (i.e. central office staff or program supervisors).

2. Budget narrative: Give a budget description in either narrative or outline format. This narrative should briefly describe the assumptions and logic used in arriving at a total for each line item in the Budget. This description should include how personnel costs are calculated; the bases used in estimating costs, and how major cost items relate to the proposed project activities. Note also any potential uses of subcontracts.

In-kind budget narrative: Describe and summarize cash and in-kind match or contributions. Letters of commitment from partners should specify what resources - cash, in-kind, program slots, staff support, equipment, space, transportation, materials, etc. - the partner is adding to the program. A minimum of 15% of the federal dollars you are requesting must be through cash and/or in-kind match contributions of the program provider and/or partners. The match must apply directly to WIA-funded youth.

3. Sustainability: Describe your strategy for sustaining this program beyond the terms of this contract if you are funded.

4. Terms and Conditions: See Section 8.0 for other relevant contracting information.

## **5.0 RATING CRITERIA**

### **5.1 PROGRAM DESIGN - 25 POINTS**

1. Program design: Is the overall program design comprehensive and systemic? Does it address the Youth Council goals and priorities? Are the elements that make this proposal unique stated and measurable? For previous WIA youth fund recipients, are lessons learned from past programs incorporated to make program improvements? (5points)

2. Program components: Are each of the 10 required program elements addressed? Will the recruitment process identify and bring into the program the target population? Does the provider demonstrate an understanding of the individual assessment and service strategy process and have a plan to identify individual participants' needs? Does the provider describe how they will set the skill attainment goals and make them measurable for pre- and post-testing? (10 points)

3. Collaboration: Is the proposal a collaborative effort? Does the provider utilize community resources, partners, and other in-school and out-of-school programs to provide services to meet the youth and service gap needs? (10 points)

### **5.2 OPERATIONAL CAPACITY/OUTCOMES - 50 POINTS**

1. Organizational experience: Has the provider delivered similar services to similar youth or other populations in the past? Is the organization capable of delivering comprehensive youth programs itself or the capacity to contract or partner with others to deliver comprehensive services? Are the staff experienced and qualified to provide comprehensive program experiences to youth? Are the facilities handicaps accessible, reasonable and appropriate for the program and is there adequate equipment (such as computers) available for the participants? Does the provider set performance goals for the state-required measures that meet or exceed the goals set by the state? Does the provider describe how they will use information and data to continuously improve the program? Does the applicant clearly identify an ongoing system for continuous improvement through oversight, feedback, and evaluation? (20 points)

2. Past outcomes: What type of track record does the provider have? Does the organization have relevant past performance data and measurable outcomes for similar programs? Are the measurable outcomes related to WIA outcome goals? Has the provider met past outcome goals? (40 points)

### **5.3 BUDGET - 30 POINTS**

1. Overall: Does the budget add up and does the narrative adequately explain the budget rationale? Is the overall budget reasonable and appropriate? Does the organization's financial statement reflect organizational stability? (15 points)
2. Leveraged resources and sustainability: Does provider use partner services to reduce the cost of their program? Do cash and/or in-kind contributions constitute a minimum of 15% of the amount requested? How does the cash and in-kind match compare to other proposals? Are cash contributions a significant part of the match? What is the cost per participant and how does it compare to other proposals? Does the provider have a viable strategy for sustainability? (15 points)