



Summer Youth Program Worksite Application Packet

Workforce WV and the Workforce Investment Board Mid-Ohio Valley are pleased to sponsor a summer work experience program for income eligible youth between the ages of 14 and 24. This program, funded through the Federal Recovery Act, is designed to assist participants in developing work skills in a “real life” work environment.

The majority of jobs will be located at local schools, non-profit organizations, and governmental entities such as cities or counties. Youth will be involved in a variety of tasks as part of this work experience component.

In addition, youth will receive work readiness training on topics such as career exploration, personal finance, resume writing, interview skills, etc. The amount of time spent in work readiness will depend on the age of the individual.

General Information on 2009 Summer Youth Employment Program:

- Program will begin on Monday, June 29, 2009
- Program will end on Friday, August 7, 2009
- Participants aged 14-17 will work four days a week (Monday through Thursday) and seven hours of labor per day for a total of 28 hours per week.
- Participants aged 18-24 will work five days a week at 4 hours of labor and 4 hours of work readiness training per day for a total of 40 hours per week.
- Work readiness training for out of school youth will be provided by RESA V; *Hit the Ground Running* course. Worksites will not be required to deliver work readiness for these participants.
- Youth will be employed by Workforce Investment Board Mid-Ohio Valley. Worker’s Compensation coverage will be through the WIB policy.
- Youth labor will be paid with Recovery Act funds. Work Sites will be responsible for providing work task equipment, transportation from meeting sites to work sites, and first aid kits.
- Youth will be supervised on an average ratio of 8 workers to 1 supervisor. Supervisors will be paid with WIA funds. Individuals who have experience working with youth in a paid or volunteer capacity will be given priority for supervision jobs.
- If a worksite has 5 or less youth, the worksite will be responsible for providing supervision for the youth.
- The Recovery Act encourages states and local areas to develop work experiences and other activities that expose youth to opportunities in “green” educational and career pathways.

- Participants may be given 20 minutes of paid time for lunch breaks. Breaks of greater than 20 minutes will be considered a non paid break or activity.
- In the event there are not enough work sites and/or funds for all eligible youth, the following priority of service will apply:

1 st Priority	18-24 year old eligible youth
2 nd Priority	16-17 year old eligible youth
3 rd Priority	14-15 year old eligible youth
- Return this completed application to the Workforce Investment Board, 531 Market Street, Parkersburg, WV, 26101 by May 15th, 2009, with the following information:
 - Attachment B – Worksite Task List (For multiple work sites, please copy and provide a separate document for each work site.)
 - Attachment C – Equal Opportunity Non-Discrimination Notice
 - Attachment D – Certification Regarding Drug-Free Workplace Requirements
 - Attachment E – Certification Regarding Lobbying
 - Attachment F – Certification Regarding Debarment
- You should receive notification the 1st week of June if you are selected as a work site for the 2009 program.

WorkForce West Virginia Locations:

Clay County
 Workforce WV
 135 Main Street
 P O Box 176
 Clay WV 25043
304-354-6118

Jackson County
 Workforce WV
 206 Stone Drive
 Ripley WV 25271
304-373-0313

Mason County
 Workforce WV
 307 Rear 8th Street
 Point Pleasant WV 25550
304-675-0857

Ritchie County
 Windfall Center
 Rt. 1 Box 61 C-4
 Harrisville WV 26362
304-643-4187

Wood County / Wirt County
 Workforce WV
 304 Lakeview Center
 Parkersburg WV 26101
304-420-4531

Have Questions? Contact Us!

Bob Leach, WIB Summer Youth Coordinator
531 Market Street
Parkersburg, WV 26101
Phone: 304-424-7271 ext. 112
Toll Free: 866-424-7271
Email: bob.leach@movrc.org

An Equal Opportunity Employer
 Auxiliary Aids and Services are Available Upon Request
 To Individuals with Disabilities

Agency: _____

	Administrative Questions	Yes	No
1.	Have any of the applicant's Federal, State or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
2.	Is applicant in receivership or bankruptcy, or are any such proceedings pending? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
3.	Has the applicant's organization ever been cited, fined or reprimanded for any law or code violation within the last three years or has any business license been suspended or revoked? <i>(If yes, briefly explain on an attached sheet of paper)</i>		
4.	Are your facilities and other planned sites to be used accessible to individuals with disabilities as required by the Americans with Disabilities Act? <i>(If no, please explain on an attached sheet of paper).</i>		
5.	Are all of the applicant's required permits current?		
6.	Will the applicant have worksites outside the main organizations? <i>(If yes, please attach a list of sites and type of organization.</i>		
7.	Are any unions associated with this work site? If so, does your organization have union approval for this work activity? <i>(If yes, attach list of all unions with contact information and documentation of union concurrence).</i>		
8.	<u>Insurance Coverage:</u> NOTE: All work sites must document appropriate insurance coverage and current status of coverage.		
9.	Are persons authorized to handle and disburse government funds fidelity bonded? <i>(If yes, attach proof of fidelity bonding).</i>		
10.	Does applicant carry General Liability Insurance? <i>(If yes, attach proof of General Liability Insurance).</i>		
11.	Does applicant carry Workers' Compensation Insurance? <i>(If yes, attach proof of Workers' Compensation Insurance).</i> Note: Worker's Compensation for participants will be provided by WIB MOV. However, the work site must document they are current with worker's comp coverage for regular employees.		
12.	Is the applicant current with Unemployment Insurance? <i>(If yes, attach proof of current Unemployment Insurance coverage).</i> NOTE: The Worksite must document they are current with unemployment compensation for regular employees.		

14. **We will** meet all applicable Federal, State and local compliance requirements. These include, but are not limited to:
Records accurately reflect actual performance.
Maintaining record confidentiality, as required. (Federal Privacy Act of 1974)
Allow WIB staff access to financial and program records related to the contract.
Reporting financial, participant and performance data, as required.
Meeting all applicable labor law, including Child Labor Law standards.

We will not:

- Place a participant in a position that will displace a current employee.
Use WIA money to assist, promote or deter union organizing.
Use funds to employ or train persons in sectarian activities.
Use funds for participants in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

The following attachment are included with our application:

Attachment B	Worksite and Work Task Information
Attachment C	Equal Opportunity Non-Discrimination Notice
Attachment D	Certification Regarding Drug Free Workplace
Attachment E	Certification Regarding Lobbying
Attachment F	Certification Regarding Debarment

Typed Name and Title of Authorized Representative

Original Signature of Authorized Representative

Date

WIB MOV Summer Work Program
Attachment A
Worksite Responsibilities

Organizations approved by the WIB MOV as worksite for the 2009 summer work program will be responsible for the following:

Work assignments

- Identification of specific work assignments and duties
- Work sites must have enough work available for youth for the entire six week program.
- All worksites must meet OSHA regulations with specific emphasis on child labor laws.
- Green technology / jobs should be incorporated into the work duties.
- Participants are prohibited from working at swimming pools, golf courses, zoos, aquariums, and casinos.
- Work project must be challenging, creative, and educational, keeping safety and labor laws in mind.
- Work must be achievable in the allotted time.
- Work must be real and the end product must have value.
- Participants are not to be involved in activities that are political in nature.
- Participants are not to be employed in the construction, operation or maintenance of any facility used for sectarian instruction or as a place for religious worship.

Youth Participant procedures and requirements

- Only eligible youth referred by the Workforce West Virginia office may be enrolled on the summer work program. Worksite will be responsible and liable for wages of any youth that is allowed to work without proper referral from WorkForce WV.
- Youth will report to the work sites on Monday, June 29, 2009. Specific times will be coordinated with each work site.
- If a participant is absent on the first day of the summer program, the local WorkForce WV office is to be notified.
- Worksites are responsible for providing orientation to youth on the first day of the program. This orientation should include:
 - Civil and grievance rights
 - Drug free workplace information
 - Disciplinary procedures
 - Work rules and expected behaviors
 - OSHA regulations and program safety requirements
 - Project tasks
 - Work Readiness Requirements

WIB MOV Summer Work Program

Attachment A

Worksite Responsibilities

- Youth between the ages of 14 to 17 will work Monday through Thursday, 7 hours per day. In the event of bad weather, Fridays may be used as a make up day.
- Youth between the ages of 18 and 24 will participate five days each week. Twenty hours per week will be spent in work experience activities at work sites. The remaining 20 hours per week will be spent in a classroom setting. Curriculum will include career exploration, computer skills, and work readiness skills.
- Friday, July 3rd is a holiday. Participants will not work that day unless the work site has received prior approval of the WIB MOV.

Work site supervisor procedures

- WIB MOV will provide paid supervisors for worksites with 6 or more summer workers. Supervisors must meet WIB MOV qualifications and be approved by the WIB MOV.
- If supervisors are not provided by WIB MOV, it is the responsibility of the work site to ensure proper supervision of all participants.
- Supervisors not paid by WIB MOV must still follow WIB MOV procedures and guidelines.
- Supervisors will be allotted a limited amount of time in addition to time spent supervising to complete required paperwork.
- Supervisors will be required to evaluate work skills of participants and provide coaching on areas of improvement.
- If you would like to request a specific individual to be the supervisor for your worksite, please send a letter with that information to the WIB MOV. Nepotism is prohibited under the Workforce Investment Act policies and procedures.
- All supervisors, paid by WIB MOV or by the work site, must be aware of and agree to the program requirements, procedures, and responsibilities of the WIB MOV summer work program.
- WIB MOV should be notified immediately if a paid supervisor does not report for work. If appropriate supervision cannot be obtained in a timely manner, participants should be sent home.

Program Elements and activities

- The first day of the program should be specifically dedicated to the orientation and instruction of the work crew.
- All youth will be required to receive work readiness training as part of the summer work program.
- WIB MOV will provide basic curriculum to work sites for work readiness skills.
- Youth from 14 to 17 years of age will receive a minimum of 3 hours of work readiness at the work site. Supervisors will be responsible for delivery of some modules.
- Guest speakers / Workforce WV partners may be available to assist with presentation of some modules.
- Older youth (18 to 24 years of age) will participate in a combination of classroom training and work experience.

WIB MOV Summer Work Program

Attachment A

Worksite Responsibilities

- Summer participants are to be supervised at all times during work hours. Crews are not to be split without appropriate supervision. At no time during work hours shall participants be engaged in recreational activities.
- While working on the summer program, youth should learn and use a variety of transferable vocational and academic skills that can be applied to other work and life activities.
- Work assignments should be focused on the necessary skills needed to plan and perform the tasks of the job. Work based learning is to be emphasized.
- Worksites are responsible for providing all necessary tools, equipment, and supplies for work to be completed.
- Certifications needed for any work tasks (such as food handler's card, etc.) must be available at not cost to the participants(s).

Administrative / Legal Requirements

- The relationship between the work site and the WIBMOV is one of a joint employer, in accordance with the Fair Labor Standards Act of 1938, as amended, interpretive bulletin, part 791.
- A master list of participants, including name, address, telephone number, and emergency contact will be completed the first day of the program. A copy of the master list will be provided to the Region 4 WIB and to each work site supervisor. The original master list is to be maintained by the work site.
- Time sheets will be maintained on all participants and, if applicable, crew supervisor(s). Those time sheets are to be submitted according to the time schedule that will be part of the supervisor handbook. Falsification of time sheets is fraud and will lead to immediate program termination.
- Program materials, payroll records, and personnel files are to be maintained in a safe secure area. Information to be maintained includes introduction card, emergency contact information, verification of orientation, work evaluation information, disciplinary or grievance information.
- All records related to the WIB MOV activities must be retained for a minimum of 3 years.
- Disciplinary procedures outlined in the Summer Worker Handbook will be the disciplinary procedure used with the youth enrolled in the summer program. A work site cannot terminate a participant without agreement of WIB MOV staff.
- Worksites must be aware of the location of all crews at all times. A contact person must be available on behalf of the work site during crew work hours.
- A first aid kit is required to be maintained with each work crew at all times.
- A physical structure of sufficient size to accommodate the number of participants must be available for each work site.
- If a work site or supervisor suspects a participant meets the "abused child" definition in Chapter 49, Article 1.3 of WV Code, the work site and / or supervisor is required to contact the abuse hotline at 1-800-352-6513. If the work site or supervisor is unsure of the procedure, the WIB MOV field monitor is to be contacted.

WIB MOV Summer Work Program

Attachment A

Worksite Responsibilities

- The WIB MOV staff, Department of Labor, Comptroller General or their designated representatives, including field monitors, can audit, examine, and make excerpts and / or transcripts of subcontracts, invoices, materials, and records of personnel and payroll information related to this contract.
- Health and safety standards established under federal and state laws, otherwise applicable to working conditions of other employees, shall be equally applicable to working conditions of participants.
- Worker's Compensation coverage will be through the WIB MOV policy.
- Conditions and considerations made available to other employees of the work site must also be made available to participants of the summer work components.
- The work site is responsible for the cost of any participant grievance sustained resulting from unilaterally imposed discipline or work assignment not approved by WIB MOV staff.
- No summer work participant may be employed in a position under the following conditions:
 - Employee(s) are displaced or face a reduction in work hours
 - Individuals are on layoff from any equivalent job
 - An employee has been terminated in anticipation of filing the position with a participant from this program.
- The work site must adhere to terms and conditions of the summer work site application, work site responsibilities, and the supervisor / participant handbook. A copy of these documents must be posted and / or available at the work site or with each crew supervisor.
- All exceptions to any WIB MOV summer component policy must be approved by WIB MOV staff prior to modifications. Such exceptions must be requested in writing.
- WIB MOV has the right to, at its discretion, suspend or terminate all activities under this contract through both oral and / or written notification to the work site provider. Suspension or termination may occur for any of the following conditions:
 - Actions of the work site provider that are determined to be criminal, fraudulent, or abusive in nature
 - Gross misrepresentation of any fact or condition related to this contract or its formation.
 - The termination of funding from the US Dept. of Labor to the WIB MOV
 - Failure of the work site provider to perform the services specified in this agreement.
- Participants and work supervisors will receive a program evaluation form to be completed the last week of the program.
- At the end of the summer component, the following records are to be submitted to the WIB MOV office:
 - Check registers of all participants and supervisors
 - Participant and supervisor evaluation forms
 - Close out reports

WORKSITE AND WORK TASK INFORMATION

Organization: _____ **Meeting Site:** _____ **County:** _____

Work Site: _____ **Contact Person:** _____ **Phone Number:** _____

Number of Participants: _____ **Number of Supervisors:** _____

Your organization may be an administrative entity of the summer program with youth assigned to various work sites; please describe the physical site where youth will be working. An example would be a Board of Education as the administrative entity with youth working at various schools in a county. If your organization is “brokering” workers to other sites, you must also list those organizations as work sites. Tasks are required to be safe, challenging, educational and suitable for youth between the ages of 14-24. The Recovery Act is also particularly interested in and encourages states and local areas to develop work experiences and other activities that expose youth to opportunities in “green” educational and career pathways. You must also include rainy day plans in this section.

(Attach additional sheets if needed).

***Note: ARRA funds prohibit youth from working at golf courses, pools, aquariums, zoos or casinos.**

Work Task / Include Rainy Day Work Task	Green Aspect	Equipment to be used	Projected time to complete task

How will youth be transported if work sites are different than meeting site? _____

Does each site have first aid kits? Yes No

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

_____ (Name of Agency), as a recipient of Workforce Investment Act (WIA) Title I financial assistance, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: registrants, applicants, eligible applicants/recipients, participants, applicants for employment, employees, and members of the public; including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients.

ASSURANCE

As a condition of the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Typed Name of Agency Official

Title

Signature

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The contractor certifies that it will provide, or will continue to provide, a drug-free workplace by:
- 1] Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - 2] Establishing an ongoing drug-free awareness program to inform employees about:
 - a) the dangers of drug abuse in the workplace;
 - b) the grantee's policy of maintaining a drug-free workplace;
 - c) any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - 3] Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "1" above.
 - 4] Notifying the employee in the statement required by paragraph "1" that, as a condition of employment under the grant, the employee will:
 - a) abide by the terms of the statement; and
 - b) notify the employer in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than give (5) calendar days after such conviction.
 - 5] Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "4.b." from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - 6] Taking one to the following actions, within thirty (30) calendar days of receiving notice under subparagraph "4.b.", with respect to any employee who is convicted:
 - a) taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
 - 7] Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "1", "2", "3", "4", "5" and "6".

Applicant Organization

Authorized Signature

Date