

**TENCO**  
**Workforce Development Board**

**Workforce Innovation and Opportunity Act**

**Youth**  
**Employment Program**

**Title I Youth Program Services**  
**Request for Proposal**

**Base Year: May 1, 2019 – September 30, 2020**

**SERVING THE COUNTIES OF:**  
*Bath, Boyd, Bracken, Fleming, Greenup,*  
*Lewis, Mason, Montgomery, Robertson, Rowan*

**Date Issued: January 7, 2019**  
**Submission Deadline: February 4, 2019**

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**TENCO WORKFORCE DEVELOPMENT BOARD  
TENCO YOUTH COMMITTEE  
YOUTH REQUEST FOR PROPOSAL  
Program Operation: May 1, 2019 – September 30, 2020**

**GENERAL OVERVIEW**

The TENCO Workforce Development Board (WDB) and Buffalo Trace Area Development District, administrative entity for the TENCO Workforce Development Board, are soliciting proposals from qualified organizations for the operation of a federally funded WIOA youth employment program in accordance with the Workforce Innovation Opportunity Act (WIOA) of 2014 (P.L. 113-128). The purpose of this Request for Proposal is to assist out-of-school youth ages **17 – 24** with locating and retaining self-sustaining employment and/or enrolling into post-secondary training by utilizing the following activities:

**Employment Preparation** – Job readiness/soft skills training including the following:

- a) Financial literacy – Example: Understanding their paycheck, credit scores, and etc.
- b) Job presentation - Example: Appropriate dress, hygiene, timeliness, and attendance.
- c) Communication – Example: Following chain of command, verbal and written communication, listening versus hearing, and appropriate ways to communicate.
- d) Problem-solving – Example: Utilize real life issues and develop solutions such as transportation.
- e) Employer expectations - Example: Use of cell phones, attendance, self-initiative, working with others and following directions.
- f) Completing applications, resumes and interviewing skills.
- g) Labor market information for high growth, high demand jobs in the local area.
- h) Awareness of services available through the KY Career Centers.
- i) Transitioning to post-secondary education.

**Work Experience** – Opportunities in a public, private, for-profit, or non-profit organization or business.

**Career Exploration** – Provided through workshops and case management activities.

**Post-secondary Guidance** – Provided through workshops and case management activities.

**Follow-up Services** – Assist participants with locating and retaining unsubsidized employment and/or post-secondary attainment through post-exit quarterly follow-up.

Youth served will be recruited from and reside in the following counties: **Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson and Rowan**. It is recommended that bidders evaluate the youth interest and the community need for the proposed program to ensure that performance outcomes are attainable. WIOA funds cannot be used to duplicate existing programs in the area, nor can the funds be used to supplant other funds/programs in the area. It is encouraged that proposals identify services for multiple counties.

- **The maximum amount available to serve the ten counties in the Youth Employment Program is \$300,000.00. The proposal should only include costs necessary to provide services identified in the design of the program.**
- **Personnel costs (salary, fringe, travel, staff supplies, space/utilities, and indirect) are allowable, but the expectation is to maximize the amount of funds directly provided to youth through work experience wages and incentives. Personnel costs (salary, fringe, travel) must be deemed necessary for success of the program and will be evaluated by the TENCO WDB prior to approving contract negotiations.**
- **The proposal may include costs relevant to program oversight and direct service delivery, staff travel, space/utilities, wages for youth, necessary staff and participant supplies, incentives for youth, and indirect costs (if applicable).**
- **Wages can only be paid for work experience activities. Wages cannot be paid for workshop attendance.**
- **In-school youth shall not exceed 10% of the total number of youth requested in the proposal. In-school youth shall be within one year of graduating high school and/or college in a high demand occupation (attached) as determined by the TENCO Workforce Development Board.**
- **Youth shall be paid at an amount no more than \$8.00 per hour and no less than \$7.25 for work experience activity.**
- **Contract period: May 1, 2019 – September 30, 2020.**
- **Work Experience may begin at different intervals during the following timeframe May – September 2019. Youth should be exited or referred to other services by September 30, 2019 in order to start the first quarter follow-up in October 2019.**
- **Follow-Up: Participants will be exited or referred for additional services by the contractor after completion of the Youth Employment Program. Starting in October 2019, a maximum of 10 hours per contract per calendar quarter will be reimbursed for staff to complete follow-up services with exited youth.**

## **ELIGIBLE YOUTH**

For the purposes of this RFP, an eligible **Out-of-School Youth** is defined as an individual who:

1. Is not attending any school (as defined under the State law) and
2. Is age 17 – 24 **and**
3. Has one or more of the following barriers to employment:
  - School drop-out;
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
  - A recipient of a secondary school diploma or its equivalent who is low-income and is basic skills deficient or an English language learner;
  - An offender who has been subject to the juvenile or adult justice system;
  - Homeless which includes a youth that is in an out-of-home placement, in foster care, has aged out of foster care, or a runaway;
  - A child eligible for assistance under section 477 of the Social Security Act;
  - Individual who is pregnant or parenting
  - Individual with a disability;
  - A low-income individual who requires additional assistance to complete an educational program and/or secure and retain employment (see definition)

**In-school youth** is defined as an individual who:

1. Attending any school;
2. Is age 16-21;
3. Low-income and meets one of the following criteria:
  - Basic skills deficient
  - English language learner
  - An offender
  - Homeless
  - Runaway
  - In foster care
  - Eligible for assistance under section 477 of the Social Security Act
  - Pregnant or parenting
  - Individual with a disability
  - Individual who requires assistance to complete an educational program and/or secure and retain employment (see definition)

\*\*For the purpose of this subsection, the term “low income”, used with respect to an in-school youth, also includes a youth eligible for free lunch, unless free lunch is provided through the Healthy Hunger-Free Kid’s Act, where every student in the school and/or school system receives free lunch.

\*\*Youth who reside in a designated high poverty area meets the definition for low income.

The U.S. Census bureau provides information on the designations of high poverty areas:

<http://factfinder.census.gov>

## **REQUIRED PROGRAM ELEMENTS**

Listed below are required WIOA youth elements, which according to the WIOA must be made available to all youth consistent with their individualized assessment. Elements may be made available directly through this program or through referral to outside community agencies/entities that provide these services. All enrolled youth must have a participant file and all referrals must be documented in the file.

### **Elements and or activities mandated through a contract as a result of this RFP:**

1. Paid work experience;
2. Financial Literacy Education (conducted as part of the employment preparation);
3. Labor Market Information (conducted as part of the employment preparation);
4. Transitioning to post-secondary education;
5. Job Readiness Activities (conducted as part of the employment preparation); and
6. Follow-up services.

### **Elements provided through referral to outside entities if identified as a need in the participant’s individualized assessment:**

1. Tutoring and Study Skills Training;
2. Alternative School Services;
3. Occupational Skills Training;

4. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
5. Supportive Services;
6. Adult Mentoring;
7. Leadership;
8. Comprehensive Guidance and Counseling; and/or
9. Entrepreneurial Skills Training.

### **SERVICE PROVIDER RESPONSIBILITIES**

The contractor may hire/designate staff to plan, operate, oversee, and evaluate program services. The contractor must be in a position to provide fiscal services including timesheet maintenance, payroll, tax documentation, and invoicing for costs associated with this contract. A central location for staff to maintain participant files and access computer programs (word, excel, email) must be available. Proposals that request to serve multiple counties must do so in a flexible manner that does not restrict and/or give advantage to one county. Participants in counties identified in the proposal must be served as equitable as possible. Travel throughout the identified counties and to the main office in Maysville will be required and reimbursed according to the Buffalo Trace Area Development District (BTADD) policies.

\*Mileage will be reimbursed at the approved State rate.

#### **Description of Job Responsibilities:**

- Provide an orientation to all applicants including services available and requirements of the program;
- Make appropriate referrals to other agencies for youth who need additional services (elements) not provided through this contract;
- Complete eligibility documents necessary to enroll individuals in the WIOA program;
- Assess the academic levels, skill levels, occupational interests, strengths, barriers, and identify service needs of each participant;
- Provide intensive case management services that assist youth with barriers to goals of employment and education;
- Coordinate services with partner agencies, organizations, and businesses;
- Develop work experience sites;
- Provide orientation of expectations to work site supervisors and participants;
- Complete a work site agreement (provided by TENCO);
- Complete a written evaluation of the job site (provided by TENCO);
- Complete (with the work site supervisor) a written evaluation of the participants work experience activities and progress (provided by TENCO);
- Monitor and document work experience activities and progress;
- Assist the business and/or participant if concerns or issues occur at the worksite;
- Completion of tax and W-2 forms;
- Payment of participant wages;
- Assure all child labor and OSHA standards are met;
- Maintain and approve time sheets of participants for payment;
- Develop curriculum and facilitate workshops that include basic job readiness awareness and soft skills.

- Submit accurate eligibility, case management, follow-up, and invoicing documents in a timely manner as defined in the contract.
- Maintain a hard file of the following documents: Eligibility documents, workshop materials and/or sign in sheets for workshops, timesheets, proof of payment for work experience/incentives, proof of completion of incentive plan (if applicable), evaluations, and other documents as requested in the contract and/or by the Workforce Development Director.
- Conduct follow-up services after all activities associated with this project have ended. Follow-up services consist of:
  - a) Referrals to outside entities for additional services;
  - b) Linking youth participants to employment and training opportunities;
  - c) Assisting youth with barriers they face while employed and/or participating in training;
  - d) Documenting performance status per quarter; and
  - e) Reporting to the funding agency.

The contractors are encouraged to utilize community partner services to provide part or the entire curriculum as described above. Examples include utilizing businesses to talk about labor market information and/or employer expectations; Utilizing free materials through FDIC for financial literacy; utilizing the Kentucky Career Centers, Goodwill Inc., and/or Extension offices for workshops. The contractors are responsible to see if free services may be accessed prior to purchasing materials utilized to guide youth in the job readiness/soft skills training.

### **GENERAL INFORMATION**

- Work experience participants cannot displace paid employees.
- A participant's work day cannot exceed 8 hours.
- A participant's work week cannot exceed 32 hours at the place of employment.
- Holidays are not paid.
- Participants are required to participate in the job preparation curriculum developed by the contractor.
- Participants who are placed in subsidized work experience activities are considered employees of the organization contracted with BTADD/TENCO to provide such services. Approved participant wages and fringe will be reimbursed through contract invoicing.
- Please be aware of your organizations hiring requirements before submitting a proposal, as youth in the program may have barriers to employment, such as delinquency.
- Eligibility Determination: Under WIOA legislation, all youth must meet eligibility criteria as defined in this RFP.

- Incentives for successfully completing components of the program are allowable, but not required. If incentives are included in the budget, a detailed and measurable incentive plan must be included in the proposal narrative.
- Academic and/or occupational education components must be included in the provided workshop(s). The provider must document the academic and/or occupational education provided during the program. Examples: Additional computer skills, development of a document reflecting research into their occupational placement, tutoring in basic skills, development of brochure/website data highlighting the program, referral to a study class for the GED, ACT or other educationally based exams, and etc.

### WIOA PERFORMANCE OUTCOMES

Under WIOA, all Local Workforce Development Areas must meet certain quantifiable performance measurements each program year. The contractor will be responsible for achieving the following performance rates.

COMMON MEASURES	NEGOTIATED RATE	DEFINITION
<b>Employment Rate 2<sup>nd</sup> Quarter After Exit</b>	71%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the second quarter after exit.
<b>Employment Rate 4<sup>th</sup> Quarter After Exit</b>	72%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the fourth quarter after exit.
<b>Credential Attainment Within 4 Quarters After Exit</b>	71%	The percentage of program participants who are in-school and obtain a recognized postsecondary credential or a secondary school diploma or its equivalent during participation in or within one year after exit from program.  In-school program participants who obtain a secondary school diploma or its equivalent shall be included as meeting the criterion if in addition to obtaining the diploma or its equivalent have obtained employment or are participating in an educational training program leading to a recognized postsecondary credential within one year after exit from the program.
<b>In Program Skills Gain</b>	50%	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving measurable skill gains toward such a credential or employment through the program. (see definition)

It will be the responsibility of the contract program to document, track, and report progress towards the WIOA performance goals. Service Providers are expected to meet or exceed the performance goals.



\*In-school youth will be expected to obtain a credential within a year of exiting the Youth Employment Program in order to be successful in the Credential Attainment measure.

\*In Program Skills Gain applies to in-school youth.

## **PROPOSAL GUIDELINES AND INSTRUCTIONS**

### **General Guidelines:**

The TENCO Workforce Development Board will award contracts for programs to operate a base period of May 1, 2019 – September 30, 2020.

### **Project Budget:**

The budget must include costs necessary to operate the program. A staff person hired through this contract may perform more than one job responsibility for TENCO WDB, but shall not exceed 40 WIOA hours per week. The budget shall be completed in sufficient detail to clearly identify the costs for which WIOA Youth funds are requested. Emphasis should be placed on defraying staff and administrative costs and to have the majority of WIOA funds utilized for participants.

### **Administrative Budget Narrative:**

A budget narrative is requested to support the line-item funding requests. It is the responsibility of the bidder to provide a detailed line-item budget and answer all questions in the budget narrative as outlined. In-kind services should be clearly listed in the Budget Narrative, and **not throughout the budget.**

### **Project Narrative:**

It is the responsibility of the bidder to:

1. Provide a fair representation of the services offered;
2. Answer each question completely and detail program design;
3. Include attachments, as requested, to describe the services and outcomes.

***Designs should be unique to the area and population. Any proposal, which uses or duplicates ideas or design from another applicant, either current or past, must include a signed release from the original administrative official.***

### **Questions Regarding the Proposal**

Questions concerning this proposal may be submitted to the TENCO Workforce Director. Staff will review the proposal instructions, the intent of the Act and regulatory requirements, and any questions received. All questions must be in writing through email and received by January 30, 2019 by 4:00 p.m.

Written questions shall be submitted (fax and e-mail acceptable) to:

Denise Dials, Workforce Director  
Buffalo Trace Area Development District  
201 Government Street; P.O. Box 460  
Maysville, KY 41056  
Phone: (606) 564-6894 Fax: (606) 564-0955  
E-mail: [ddials@btadd.com](mailto:ddials@btadd.com)

**E. Submission of Proposals:**

**One original and two copies of the proposal shall be delivered by mail, courier, or in person to: Buffalo Trace Area Development District, Attention: Denise Dials, Director of Workforce Development, 201 Government Street, Suite 300, P.O. Box 460, Maysville, KY 41056**

**Proposals submitted for consideration shall be received no later than 4:00 p.m. EST February 4, 2019. Faxed or e-mailed proposals will not be accepted.** It is the responsibility of the bidder to ensure that the proposal is delivered to Buffalo Trace ADD by the date and time specified regardless of delivery method.

“WIOA Youth Employment Proposal” should be written on the outside of the sealed envelope. Upon receipt of applications at the Buffalo Trace Area Development District, the date and time are stamped and routed to the proper staff for review. **Applications received after the designated due date and time, will be considered as unsolicited proposals.**

**F. Evaluation of Proposals:**

A review of all timely proposals will be completed by TENCO WIOA staff to determine which applicants have submitted a responsible bid. Applicants submitting non-responsible proposals will be notified in writing that the proposal was not reviewed nor considered for funding during the initial funding cycle.

Funding of proposals is contingent upon the availability of WIOA funds, authorization of program activities, and federal or state legislative actions, and satisfactory negotiation of the proposed project and budget. In addition, proposals will be evaluated on the ability to meet the program design at a reasonable cost, a satisfactory record of past performance in working with youth, the ability to confidentially maintain records, as well as fiscal accountability. All proposals that result in funding must have the ability to enter into a fully executed contract May 1, 2019.

**G. Right to Reject**

TENCO Workforce Development Board (WDB) reserves the right to accept or reject any or all proposals at any time during the bidding and review process. The Board also reserves the right to waive any formalities in bids where acceptance, rejection, or waiver is considered in the best interest of the TENCO WDB and Youth Committee. In the event proposals are rejected due to programming changes, Law and Regulatory changes, or budget constraints, bidders will be notified in writing. It is anticipated that if proposals are rejected due to programming or Law and Regulatory changes, modified proposals will be reissued for response.

**H. Appeals**

If a proposal is denied, a written appeal regarding the non-award of funds may be submitted within 10 calendar days of the date of the non-award notice. The appeal may include a request for reconsideration of funding. The written appeal shall be submitted to: Director of Workforce Development, Buffalo Trace Area Development District, P.O. Box 460, Maysville, KY 41056. After consideration by the Director, the written notice may be submitted to the Youth Council and the Workforce Development Board, or designated committee of the Board for consideration. Further requests for appeals shall follow the TENCO grievance procedures available at Buffalo Trace Area Development District. Bidding organizations may request a copy of the grievance procedures at any time.

**I. Disclaimer**

In the event policy, procedure, program design, law or regulatory changes occur, bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, staff of TENCO Workforce Development Area will be available to assist bidding organizations or service providers with the interpretation and suggestions for changes in design.

**J. Contract Award**

Contracts shall be awarded on the basis of the best interest of the program in terms of price, content, and other factors as identified in this RFP.

**All contracts will be written as cost reimbursement contracts with backup documentation to support expenditures required.**

**K. Time Frames**

<b>TIMELINE</b>
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1. **January 7, 2019** – RFP issued
2. **January 22, 2019** - Bidders Meeting, 10:00 a.m. at Buffalo Trace ADD
3. **January 30, 2019** – (4:00 P.M. EST) Written questions regarding RFP are due
4. **February 4, 2019** - (4:00 P.M. EST) RFP due to Buffalo Trace ADD
5. **February 2019** – Youth Council Will Convene to Review Proposals
6. **February 2019** – Workforce Development Board or Executive Committee - consideration of funding of proposals
7. **March 2019** - Contract negotiations and finalizations.
8. **May 1, 2019** – Contract activities begin.

## **RETURN THIS SECTION WITH PROPOSAL:**

- *Program Summary*
- *Assurances*
- *Union Concurrence*
- *Drug-Free Workplace Requirements Certification*
- *Certification of Current Cost or Pricing Data*
- *Proposal Narrative*
- *Administrative Budget Narrative*
- *Line-Item Budget*

**TENCO WORKFORCE DEVELOPMENT AREA  
WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE I  
YOUTH SUMMER EMPLOYMENT PROGRAM  
REQUEST FOR PROPOSAL**

**Program Operation: May 1, 2019 – September 30, 2020**

**PROGRAM SUMMARY**

<u><b>Applicant Name &amp; Address</b></u>	<u><b>Contact Person</b></u>
_____	_____
_____	_____
_____	_____
<b>Phone:</b> _____	<b>Phone:</b> _____
<b>State ID #:</b> _____	<b>Fax:</b> _____
<b>IRS ID #:</b> _____	<b>E-Mail:</b> _____

**Type of Agency:**     Private Non-Profit  
                           Private For-Profit  
                           Public Non-Profit  
                           Other \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Place of Operation:** \_\_\_\_\_

**Total Funds Requested:** \$ \_\_\_\_\_ (cannot exceed \$300,000.00)

**Number of In-School Youth:** \_\_\_\_\_

**Number of Out-of-School Youth:** \_\_\_\_\_

**Total Number of Youth to be Served:** \_\_\_\_\_

**Counties to be Served:**    Bath  Boyd  Bracken  Fleming  Greenup   
  Lewis  Mason  Montgomery  Robertson   
  Rowan

**Cost Per Participant:**    \$ \_\_\_\_\_

**Percentage of Personnel Costs:** \_\_\_\_\_

**Which type of audit is applicable to your organization?**  A-133  
 NA  
 Other \_\_\_\_\_

***Fiscal Year 2018 Audit must be attached to the budget. If the audit has findings, a copy of the agency response is to be included.***

**Do you have a current affirmative action/EEO Plan?**  Yes  No

If no, explain: \_\_\_\_\_

## TENCO WORKFORCE DEVELOPMENT BOARD ASSURANCES

A. Will the Proposed Program:

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. Increase employment and training opportunities?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Displace, partly or fully, currently employed persons?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Create additional jobs or training that would not be available without the program? | <input type="checkbox"/> | <input type="checkbox"/> |

B. Do the following conditions exist at the bidding organization or location of where services will be provided?

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. Layoff at organization?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Hiring or promotional freeze?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Organization on (or has been on) probation with the U.S. Department of Labor? | <input type="checkbox"/> | <input type="checkbox"/> |

**Administrative Systems Assurance:**

As an authorized representative/signature official of said organization, I certify that the applying organization has a financial system, which provides fiscal controls, and accounting procedures that are in accordance with generally accepted accounting principles. I further attest said agency complies with a yearly agency wide audit completed by an independent source. Most recent audit is attached to this proposal.

It is understood that should this proposal be funded, it is the responsibility of said organization to provide a yearly-certified audit.

All required reports, both programmatic and financial will be submitted in a timely manner.

**Duplication of Services and Conflict of Interest:**

To my knowledge, this proposal does not duplicate services or resources available in the service areas identified. This organization, its members and collaborators are not now, and shall not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a contract for WIOA funds.

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Title

Address:  
\_\_\_\_\_

Telephone Number:  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## UNION CONCURRENCE

Does a collective bargaining agreement exist within the participating employer covering occupations in which training or subsidized employment is proposed?

Yes

No

If yes, does the appropriate bargaining agent concur with the proposed activity, which affects the bargaining agreements?

Yes

No

\_\_\_\_\_  
Union

\_\_\_\_\_  
Local or Lodge

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Title

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number:  
\_\_\_\_\_



**TENCO WORKFORCE DEVELOPMENT BOARD  
DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION**

Service Providers other than Individuals

Pursuant to The Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F, 1, \_\_\_\_\_, the undersigned, in representation of \_\_\_\_\_, the Service Provider, attest and certify that the Service Provider will provide a drug-free workplace/training site by:

1. Publishing a statement notifying employees/participants that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Service Provider's workplace/training site and specifying the actions that will be taken against employees/participants for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees/participants about:
  - a) The dangers of drug abuse in the workplace/training site;
  - b) The Service Provider's policy of maintaining a drug-free workplace/training site;
  - c) Any available drug counseling, rehabilitation, and employee assistance program; and
  - d) The penalties that may be imposed upon employees/participants for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee/participant to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee/participant in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee/participant will:
  - a) Abide by the terms of the statement; and
  - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph 4 (b) from employee/participant or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees/participants, including position title, to every grant officer on whose grant activity the convicted employee/participant was working. The notice shall include the identification numbers(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee/participant who is so convicted:
  - a) Taking appropriate personnel action against such an employee/participant, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or

b) Requiring such employee/participant to participate satisfactorily in 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/training site through implementation of paragraph 1, 2, 3, 4, 5, and 6.
- 8. Notwithstanding, it is not required to provide the workplace/training site addresses under the grant, as sites are identified throughout the proposal.
- 9. Check  if staff will work in sites that are not identified in the proposal. If so, please identify address below:

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I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

\_\_\_\_\_  
Signature and Title

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Typed Name) (Official Title)  
of \_\_\_\_\_, and further certify that \_\_\_\_\_  
(Service Provider Name) (Above Named Individual)  
is authorized to sign this certification under the authority given by \_\_\_\_\_.  
(Source of Authority)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Executed

## TENCO WORKFORCE DEVELOPMENT AREA

### Certification of Current Cost or Pricing Data:

As an authorized representative/signature official of said organization, I certify that, to the best of my knowledge and belief, the cost of pricing data submitted, either actually or by specific identification in writing, are accurate, complete, and current as of the date of submission of this proposal. This certification includes the cost or pricing data supporting any advance agreements and forward pricing agreements between the offered and the TENCO Workforce Development Area are part of the proposal.

**This application for program implementation is accurate and prices contained herein will not increase for a period of at least 90 days from the contract initiation unless initiated by TENCO.**

---

*Authorized Representative*

---

*Date*

---

*Authorized Representative/Typed*

---

*Date*

---

*Title*

## **Proposal Evaluation Criteria:**

In response to this RFP, each proposal, which meets the minimum requirements, will be evaluated and scored based on criteria in the following categories:

<b><u>Evaluation Category</u></b>		<b><u>Points</u></b>
General Program Operations	(questions 1- 5)	15
Program Activities and Design	(questions 6-13)	35
Performance	(question 14, 15)	25
Budget		25

### **Bonus Points:**

In-kind funding is at or above \$5,000.00		5
Proposal identifies services for multiple counties		10
Personnel costs are 25% or less of the requested amount		5

(In-kind funding must be described in the Budget Narrative and amounts listed per service/item must be considered a reasonable cost estimate in order to be calculated toward an in-kind contribution.)

## PROPOSAL NARRATIVE

**General Proposal Information: The following format shall be used when submitting a proposal. Each question must be identified and answered in the proposal.**

1. Describe your organization's experience and performance in providing services for youth. Please include any innovative services provided during the past three years. (Maximum 1 page).
2. Describe where and when program oversight services will take place. (All services must be ADA accessible. Locations will be monitored to ensure accessibility.)
3. Describe how staff will be selected to operate the program.
4. Is the staff ratio appropriate for the number of youth requested?
5. Provide an explanation as why this program is needed in the proposed area(s) of service. Are there similar programs/services provided in the proposed service area? If so, explain how this proposal differs from those programs.
6. Describe your outreach efforts to inform youth and potential work site representatives of the Youth Employment Program?
7. Describe your plan in detail for the development and facilitation of the curriculum that will be used to provide work readiness and/or soft skills. Please include how workshops will be provided to multiple locations in order to serve participants from all counties requested in the proposal.
8. How will you implement the required elements/activities into the curriculum design and/or program design?
9. Describe how the Academic and occupational education component will be included into a workshop(s)?
10. Please list partnerships with businesses and agencies/organizations assisting with services provided by this proposal. Identify their role (worksites, provide workshop materials, and etc.).
11. Explain how worksites and pay rate will be selected for the participants.
12. Describe your plan/process for providing follow-up services.
13. Describe your incentive plan, if applicable.
14. Describe your approach in evaluating participant success in the program, above and beyond the federal required performance metrics?
15. Include the strategy you will use to ensure achievement of the following performance goals, as described in the RFP:
  - A. Placement in Employment/Education/Training 2<sup>nd</sup> quarter after exit

- B. Placement in Employment/Education/Training 4<sup>th</sup> quarter after exit
- C. Credential attainment for in-school youth
- D. In Program Skills Gain

## **Administrative Budget Narrative**

**In addition to the completion of the detailed budget form, please address each of the following in the below format:**

1. Provide the official name of the organization applying for WIOA funds.
2. Identify the individual(s) responsible for maintenance and management of records (fiscal and programmatic). In another organization is responsible, identify the organization.
3. Identify the EEO officer of the organization.
4. List in-kind services and amount of in-kind services to be provided by the organization for the proposed program.
5. For audit purposes, specify the total amount of federal funding received by the bidding organization.
6. Describe how shared/indirect costs are determined, if applicable.
7. How will payroll be calculated (hourly/salary) and how often will staff and/or participants of the program be paid?

\*The Budget will be evaluated on accuracy, allowable costs, reasonableness of the request, and allocation of funds between administrative and programmatic services.

### **POSITION INFORMATION:**

- A. What is the normal number of hours per week for this position? \_\_\_\_\_
- B. What are the normal hours of operation for this position? \_\_\_\_\_ to \_\_\_\_\_
- C. Days of the week the individual will work: \_\_\_\_\_

**TENCO Workforce Development Board  
WIOA Youth Services  
Detailed Program Budget Proposal**

**A. STAFF COSTS:**

**Salaries:**

Position _____	Salary/Hourly \$ _____	Hours/Week (5/1/19 – 9/30/19) X _____	% WIOA X _____	=	\$ _____
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Follow-Up _____	Salary/Hourly \$ _____	X	(10 hrs/qtr.) (10/1/19 - 9/30/20) <u>40 hours</u>	=	\$ _____
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**\*\*Attach an approved salary schedule if applicable**

*Staff Salaries Subtotal* = \$ \_\_\_\_\_

**Fringe Benefits**

FICA @ 7.65% (.0765)    X    \$ \_\_\_\_\_ (Total Wages) =    \$ \_\_\_\_\_

*Salary/Fringe Benefits Subtotal*    \$ \_\_\_\_\_

**Staff Travel Costs (.40/mile limit for staff)**

*(Vehicle used must be the most economical means of transportation)*

Total Miles \_\_\_\_\_ X \_\_\_\_\_ (Rate Per Mile) =    \$ \_\_\_\_\_

- \*\* Travel will be reimbursed based on BTADD guidelines.**
- \*\* Travel rates may change quarterly.**
- \*\* Travel costs not related to this contract will not be reimbursed.**

**STAFF COST TOTAL**    \$ \_\_\_\_\_

**B. SPACE/OFFICE COSTS:**

**Facility**

1. Name of Facility/Address	Cost/Mo	X	# Mos.	X	% WIOA Usage	=	Cost
_____	_____		_____		_____	=	\$ _____
_____	_____		_____		_____	=	\$ _____
<b>Facility Subtotal</b>							<b>\$ _____</b>

**Utilities**

2. Utilities	Cost/Mo	X	# Mos.	X	% WIOA Usage	=	Cost
_____	_____		_____		_____	=	\$ _____
_____	_____		_____		_____	=	\$ _____
<b>Utilities Subtotal</b>							<b>\$ _____</b>

3. Phone/Postage/Copies	Cost/Mo	X	# Mos.	X	% WIOA Usage	=	Cost
_____	_____		_____		_____	=	\$ _____
<b>Utilities Subtotal</b>							<b>\$ _____</b>
<b>SPACE/OFFICE COST TOTAL</b>							<b>\$ _____</b>

**C. MATERIALS/SUPPLIES:**

**General Office Materials/Supplies**

Item  
Itemized list included \_\_\_\_\_

(Include itemized list of all anticipated purchased materials and supplies, cost of each supply, along with percent (%) of WIOA usage).

**General Office Materials/Supplies Subtotal**      \$ \_\_\_\_\_

**D. WORK EXPERIENCE**

**Paid Work Experience/Summer Employment Wages (Cannot Exceed 32 hours/Week)**

# Of Participants	X	Est. Hourly Wages	X	# hours per participant	=	Total Wages
_____	X	_____	X	_____ 32 per week	=	\$ _____

**Participant Fringe Benefits**

1. FICA @ .0765 x \$ \_\_\_\_\_ (Total Wages) = \$ \_\_\_\_\_
2. Worker's Compensation \_\_\_\_\_ rate x total wages = \$ \_\_\_\_\_

**Participant Fringe Subtotal** = \$ \_\_\_\_\_



<b>Work Experience Supplies</b>
---------------------------------

<b># of Participants</b>	<b>X</b>	<b>Cost of projected work supplies</b>	<b>=</b>	<b>Costs</b>
_____	<b>X</b>	_____	<b>=</b>	<b>\$ _____</b>
<b>WORK EXPERIENCE TOTAL =</b>				<b>\$ _____</b>

**E. INCENTIVES**

<b>Incentives</b>
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<b># of Participants</b>	<b>X</b>	<b>Amount per incentive</b>	<b>=</b>	<b>\$ _____</b>
_____	<b>X</b>	_____	<b>=</b>	<b>\$ _____</b>
<b>INCENTIVES TOTAL =</b>				<b>\$ _____</b>

**F. INDIRECT COSTS:**

<b>Indirect costs: (include cost allocation plan or summary explaining rate)</b>
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<b>Rate%</b>		(direct salaries, program operations, etc.)	<b>=</b>	<b>Cost</b>
_____	of	_____	<b>=</b>	<b>\$ _____</b>
<b>INDIRECT COSTS TOTAL</b>				<b>\$ _____</b>

<b>TOTAL REQUEST</b>	<b>\$ _____</b>
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**Restrictions on Amounts Requested:**

- Total funds request is not to exceed \$300,000.00.
- All funding is contingent upon the availability of federal funding, authorization of program activities, and federal and state legislative actions.
- This budget is a projection of specific needs and will be used to assist in negotiations and development of a line-item budget for an approved contract.
- **Any single item purchase over \$200 and has a useful life of one year or longer must have prior approval of TENCO.**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT  
YOUTH PROGRAM AND FINANCIAL  
DEFINITIONS**

**Additional Assistance:** is defined as the following:

- Has been fired from a job within the 12 months prior to application;
- No previous work experience/never held a job;
- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks;
- Difficulty with social interaction or behavioral problems;
- History of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse; one or more parents incarcerated;
- A student participating in an alternative program/setting;
- Has chronic attendance or discipline problems;
- Functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18 – 24 if they are functioning at grade 11 or under);
- A student who has failed two (2) or more subjects during the prior two (2) years of school attendance;
- One or more parent lacks high school diploma/GED.

**Allowable Costs:** Means program or project costs determined to be allowable charges to conduct business or carry out a program. Allowable costs are defined in 2-CFR Part 230.

**Contract :** A mutually binding legal relationship obligating a commitment of both parties, including expenditure of funds.

**Cost Reimbursement:** Method of payment based on actual and allowable costs incurred by an organization, authorized by the Board. All contract payment to units of government (state and local) shall be made on a cost reimbursable basis.

**English Language Learner:** A program of instruction designed to help eligible English language learners achieve competence in reading, writing, speaking, and comprehension of the English language and that leads to attainment of a high school diploma or its equivalent and to the transition to postsecondary education and training or employment.

**Exit:** Occurs when a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days.

**Exit Date:** Date on which the last service funded by the program or partner program is received by the participant.

**Health and Safety:** Health and safety standards established under Federal or State law otherwise applicable to working conditions of employees also applies to working or training conditions of participants engaged in any activity under this Act. Participants engaged in paid work activity shall be covered by Worker's Compensation on the same basis compensation is provided to other individuals in similar employment.

**Local Workforce Development Board (WDB):** Governing body that provides policy and oversight of Workforce Development Title I activities and ensures compliance with the expenditure of funds.

**Low-Income Individual:** An individual who:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described above, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
  - a. The poverty line, for an equivalent period; or
  - b. 70 percent of the lower living standard income level, for an equivalent period
3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.)
4. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302)
5. Receives or is eligible to receive a free or reduced price lunch
6. Is a foster child on behalf of whom State or local government payments are made; or
7. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements

**Materials or Supplies:** Any single item purchase over \$200 and has a useful life of one year or longer must have prior approval of TENCO.

**Participant:** An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under Title I of WIOA) under a program authorized by Title I of WIOA. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under Title I WIOA.

**Participation Date:** The date of participation is the date of the first service received after the individual is determined eligible.

**Performance Measures:** Indicators developed to assess the effectiveness of States and local areas in achieving continuous improvement in order to optimize the return on investment of Federal funds in statewide and local workforce development activities.

**RFP** - Request for Proposal. Proposals are required from organizations to award youth funding on a competitive basis.

**Supportive Services**—For the purposes of this proposal, supportive services include transportation and child care that are necessary to enable an individual to participate in activities authorized under Title I of WIOA, consistent with the provisions of Title I of WIOA. TENCO Board Policy applies.

**Unallowable Costs**-Costs identified in 2-CFR Part 225, the Workforce Innovation and Opportunity Act, or TENCO Workforce Development Board as unallowable charges to the program. Such costs include: entertainment costs, alcoholic beverages, construction costs, purchase of property, lobbying, fines or penalties resulting from violations or alleged violations due to failure to comply with federal or state laws, cost of idle facilities, and other costs found in the referenced OMB Circular, the Act, or through Board policies.

**WIOA** - Acronym for Workforce Innovation and Opportunity Act. The TENCO Workforce Development Area is comprised of the following counties: Bath, Boyd, Bracken, Fleming, Greenup, Mason, Montgomery, Lewis, Robertson, and Rowan.

**Youth Committee**-A subgroup of the local Workforce Development Board responsible for developing portions of the local plan relating to eligible youth; assist with recommending eligible providers of youth activities; oversight; coordination of youth activities; and other duties determined to be appropriate by the chairperson of the local board.

**Measurable Skill Gains**- Measures the % of Adults/DW who during a program year are in an education or training program that leads to a recognized postsecondary credential or employment AND who are achieving measurable skills gains. Measurable skill gains-documented academic, technical, occupational, or other forms of progress towards such a credential or employment.

A positive progress is defined as:

- a) A postsecondary transcript for a sufficient number of credit hours
- b) Progress report towards milestones for OJT
- c) Completion of one year of an apprenticeship program
- d) Completion of milestone from an employer
- e) Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills by trade related benchmarks (knowledge based exams)