



TENCO Workforce Development Board
December 17, 2025

Buffalo Trace Area Development District
 201 Government Street
 Maysville, Ky

Kentucky Career Center – Ashland
 1844 Carter Avenue
 Ashland, KY

Kentucky Career Center – Morehead
 1225 US HWY 60W
 Morehead, KY

ZOOM: <https://us06web.zoom.us/j/87934587435?pwd=eDvl4fYYN9pc8kSfVcpt1kkM9mjq8a.1>

Meeting ID: 879 3458 7435

Passcode: 459257

AGENDA

- | | | |
|------|------------------------------------|------------------------|
| I. | Call to Order | Amanda Clark, Chair |
| II. | Roll Call | Mark Grundy, Secretary |
| III. | Board/Administrative Staff Changes | Amanda Clark, Chair |

GENERAL ITEMS

- | | | |
|-----|------------------------------------|---------------------|
| IV. | *Approval October 15, 2025 Minutes | Amanda Clark, Chair |
| V. | *Quarterly Budget Review | Stephen Culp |

OTHER BUSINESS

- | | | |
|------|------------------------------|-----------------------------------|
| VI. | *Youth Employment Program | Justin Suttles
Andrea Holbrook |
| VII. | *Directors Report | Justin Suttles |
| | a. SWATT | |
| | b. General Updates | |
| | c. Holiday Schedule | |
| | d. Kentucky Workforce Summit | |
| | e. Strategic Goals Update | |

- | | | |
|-------|--|---------------------|
| VIII. | Business Service Update | Steven Peed |
| IX. | Career Center Operations Update | Brittany Layne |
| | a. *TENCO MOU/IFA Amendment | |
| | b. Kentucky Career Center Traffic Report | |
| | c. Kentucky Career Center Customer Satisfaction Report | |
| X. | Parter Updates | CDO, OVR, KYAE |
| XI. | 2026 Meeting Schedule | Amanda Clark, Chair |
| XII. | Other | Amanda Clark, Chair |
| XIII. | *Adjourn | Amanda Clark, Chair |

*Requires Action



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Team TENCO





MINUTES

TENCO Workforce Development Board

Zoom/Hybrid Meeting

October 15, 2025

1:30 p.m.

Chair Amanda Clark called the Zoom/Hybrid meeting of the TENCO Workforce Development Board to order on Wednesday, October 15, 2025, at 1:30 p.m.

MEMBERS PRESENT:

Amanda Clark
Anthony Hartley
Ben Collier
Beth Sponaugle
Brent Sturgill
Bryan O'Neill

Dustin Grooms
Jason Slone
Kyle Carter
Larry Ferguson
Lori Ulrich

Mike Knudson, proxy for Mark Grundy
Michael Thoroughman
Russ Montgomery
Tara McNight
Tonia Prewitt

GUESTS PRESENT:

Anna Sullivan
Chris Haddiz, Judge
Cindy Hurt
Crystal Riddle
Cylenna Barker
Destiny Connor
Dustin Grooms
Elizabeth Bentley

Katie Houghlin
Judge George Sparks
Jacob Sartin
John Russ
Josh Farrow
Laura McCullough
Leysa Feinstein
Madison Purvis

Matthew Hyden
Millicent Harding-Thomas
Opal Fannin
Rachael Applegate
Renee McCane
Robin Harris
Sam Flynn
Sonya Adams

STAFF PRESENT:

Andrea Holbrook
Brittany Layne
Haley Allen

Justin Suttles
Natasha Cloum
Katheryn French

Kennedy Wellman
Steven Peed
Stephen Culp

Board Membership and Staff Changes

Chair Clark announced the follow changes in Board Membership and Staff since the last meeting:

- Stephan Harris has taken another position that no longer meet requirements for board membership and has resigned.
- Kyle Carter, Beth Sponaugle, Russ Montgomery, and Jill Butler's membership on the board has been renewed.

GENERAL ITEMS:

Approval of Minutes

May 21, 2025, meeting minutes were reviewed. **A motion was made by Jason Slone and second by Larry Ferguson to approve the Minutes of the May 21, 2025, TENCO WDB Meeting. The motion carried.**

Quarterly Budget Review

Stephen, Culp, Fiscal Officer, presented the TENCO WDB FY26 budget through August 2025. Mr. Culp reviewed the total budget of \$5,869,279; total expenses \$264,434 (5%) for a remaining balance of \$5,604,845; and total obligations of \$4,957,024 (84%). Non-obligated funding is available in the amount of \$912,254 (16%).

Mr. Culp's report outlines the breakdown of each budget category in Administration, Adult, Dislocated Worker, Youth, Trade, Other. The targeted obligation and expenditure rates for the two Youth Work Experience Grants were also reviewed. Youth Performance expense targets (out-of-school versus in-school and work experience) were discussed. Mr. Culp also reviewed funding the board received through the Putting Young Kentuckians to Work program. A report detailing the breakdown by grants, and contracts were provided in the packet.

A motion was made by Brent Sturgill and second by Larry Ferguson to approve the TENCO WDB financial report as presented. The Board voted and the motion carried.

Sam Flynn, Executive Director of the Kentucky Pre-K for All Program and Special Advisor to the Governor gave a presentation on the Kentucky Pre-K for All program.

REPORTS:

Executive Committee

Chair Clark reported that the Executive Committee met on July 29, 2025. The committee reviewed and voted to recommend the membership renewals of Kyle Carter, Beth Sponaugle, Russ Montgomery, and Jill Butler to Chief Local Elected Official, Judge Owen Mc'Neill.

The Executive Committee also approved the following Policy updates:

- i. Policy 20 Test Scores and GED
Revised item #6 to allow previous post-secondary education to have been completed in the prior 3 years.

- ii. Policy 21 Supplemental and Outcome Documentation
Updated Quality Control Coordinator to TENCO WDB Admin. Staff.
Revised to make requirements for documentation to be align more with federal and state guidance.
- iii. Policy 28 Training Limitations
Revised to allow participants to be enrolled regardless of the number of pre-requisite semesters.
- iv. Policy 34 Need to Train
Revised to align criteria to train to match what is asked in Kee Suite.
Revise #5 so the reasonable cost does not have to be voted on each year.
Review #6 to match changes to policy #29 revisions that were made in May 2025
- v. Policy 49 Media Requests
New policy to provide directions to staff should media ask for interviews or information. Policy directs them to refer to supervisor, and anything shared must be approved by Workforce Director and Supervisor.

The Executive Committee also reviewed information on six Career Readiness Programs and selected Career EDGE as our Career Readiness Program. Career EDGE focuses on job readiness, soft skills development, and professional development. It includes interactive job readiness curriculum, mock interview simulator, career assessments and goal setting modules.

OTHER BUSINESS

Directors Report

Justin Suttles provided the Directors Report.

PY24 WIOA Performance

Mr. Suttles reported that we received our final PY24 WIOA Performance report, a few metrics were higher than what was shared at the Annual Meeting. The final Performance for PY24:

- Adult Employment Rate 2nd Quarter After Exit: 91.7%
- Adult Median Earnings 2nd Quarter After Exit: \$11,649 (lower than reported at Annual Meeting)
- Youth Employment Rate 4th Quarter After Exit: 83.6%
- Youth Credential Rate Within 4 Quarters After: 72.3%
- Measurable Skills Gains: 50.9

SETA Conference

Haley Allen, Bill Bevans, Steven Peed and Justin Suttles attended the SETA Fall Conference at the end of September in Biloxi, MS. The keynote was “What’s Working: Trends and Tips Shaping Today’s Workplace and our Future Workforce.” Breakout sessions included:

- Life-After Lockup: A Reentry Simulation Experience, Empowering Lives Post Incarceration: A Pathway to Workforce Development, Building Mississippi’s Workforce Through Apprenticeship, 4 C’s of Partnerships: Reintroducing Older Adults to Workforce, Advanced AI in Workforce Development, Career Center Best Practices, Empowering Tomorrow’s Workforce: Scaling

Opportunity Through Tennessee's Youth Employment Program, Launching Mobile Engagement Tools Across 43 Counties, Beyond AI Basics: AI Workforce Development Tools for Maximum Impact, Less Talk, More Walk – Creating a Culture of Trust and Accountability, Metro Atlanta eXchange for Workforce Solutions: A Best Practice in Strengthening Connections, Collaboration, and Capacity, Building Trust: Connecting Colleagues, Partners, and the People We Serve, Federal Workforce Trends: What You Need to Know, Strategic Thinking: The Fast Lane to the Top!, Rethinking Strategic Planning

WIOA Authorization and Federal Government Shutdown

While at SETA, national leaders shared they expect the shutdown to last approximately a month. The shutdown currently has not affected TENCO, as we carryover grants that we can use to operate. Grants to which DOL has obligated funds to the grantees will be able to continue operating with funds that have already been made available through grant actions by DOL.

For most Employment and Training Administration programs, staff will not be available to answer questions, provide technical assistance, or to resolve any technical issues with data or report submissions.

Total Active Enrollments

Mr. Suttles reported that we have a total active enrollment right now of 512.

- Adult: 158; Dislocated Worker: 2; Youth: 252 (47 ISY, 305 OSY)

Putting Young Kentuckians to Work Program:

- Total enrollments: 97
- Active caseload: 67
- Participants in Follow-up: 10
- Participants exited, follow-up complete: 18
- Active WEXs: 4
- Active Co-ops: 2
- WEXs completed: 4
- Performance: 10/200

Mr. Suttles reported that there are currently 4 open positions:

- Ashland Career Center Counselor, Morehead Career Center Counselor, Maysville Business Service Coordinator, and Workforce Development Manager

Strategic Goals Update

Mr. Suttles provided an update on the Board's Strategic Goals. He reported the following progress toward the completion of the goals:

- Goal 1: we continue to open opportunities for youth by developing Apprenticeship and Work Experience Opportunities with employers we have not worked with in the past and build relationships with schools.
- Goal 2: we continue to enhance economic development activities as we implement the SWATT Strategy to serve employers.
- Goal 3: we continue to increase service and resource awareness by continue enhancement of our website and social media resources including our access map. A work group will be formed this fall to design and implement a plan to reach underserved populations to provide targeting outreach.
- Goal 4: we continue to increase our capacity to explore other funding opportunities by partnering with the Planning and Development Department on ARC grants. We may submit a grant application to expand the use of the Transfr VR Headsets from just Career Exploration to being able to offer training that leads to credentials in our local high schools. We are also looking at other ways to partner with them on other grant opportunities.

Business Service Update

Mr. Steven Peed provided a Business Services Update for FY26 Q1. The Business Services team has held two hiring events for Special Metals in Ashland, one in July and one in September. A Transitional Employment Contract has been signed with Mark Potter Chevrolet in Ashland for an Auto Tech. The team is also in the planning stages of Business Conference to be held in Ashland focusing on AI, which will occur in early 2026. Coordinators have attended Fiscal Court and Chamber meetings throughout the TENCO Region to continue to develop those relationships. Pre-Release classes are also being held throughout the area to bridge the gap between incarceration and public life. Business Service Coordinators have also been very active at Morehead State by holding workshops and attending a Career Fair on campus. To date, we have had three major Career Fairs (Boyd, Bracken, and Lewis) with 77 total businesses and 142 job seekers, with a 40% success rate in obtaining job offers. There have also been nine stand-alone Hiring Events, with XX job seekers attending, with 30 job offers. For Q1, Business Services had 558 total contacts, with 262 unique businesses served, of which 274 received intensive services (49.1%).

Career Center Operations Update

Director of Career Center Operations, Brittany Layne provided the Career Center Operations Update reviewing the information that was shared in the agenda packet.

Parter Updates

Tonia Prewitt, Career Development Office Regional Program Manager shared that the agency recently hired two new staff for the Jobs for Veterans State Grant (JVSG) Program, both are being housed out of Kentucky Career Center – Morehead, one position serves the TENCO Counties and the other position serves the adjacent counties in EKCEP. Both positions are Consolidated Positions, which means they perform the duties of the Disabled Veterans Outreach Program Specialist (DVOP) and Local Veterans Employment

Representative (LVER). Other Vacant Positions including the Morehead Manager positions remain on hold.

Brent Sturgill, Office of Vocational Rehabilitation Regional Program Manager shared that they are still operating in order of selection with all categories closed at the moment. OVR continues to accept referrals, working applications and assigning categories and placed on a wait list, which is about 3500 people right now.

Dustin Grooms, MCTC Adult Education Director, shared that Adult Education programs are expecting another budget cut FY27, but they do not anticipate it to be as steep as the cut they received this year. In FY26, they received roughly a cut of 30% of program budget. Adult Ed will continue to increase focus on workforce and soft skill training, while also working with individuals on their GED. Mr. Grooms also shared that MCTC Adult Education is on track to exceed their GED goal for the year, and they are seeing an increase in individuals seeking assistance with post-secondary preparation.

Chair Clark announced that the next meeting of the TENCO Workforce Development Board will be December 17, 2025.

Other

Motion made to adjourn by Jason Slone second by Tonia Prewitt. Motion passed and the meeting was adjourned at 2:46 p.m.



Fiscal Year to Date thru
OCT
2025



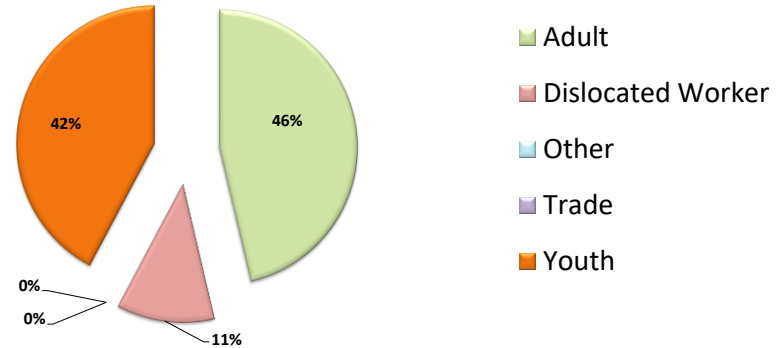
PAGE 1

Financial Summary

GRAND TOTALS	
Total Budget	\$ 7,712,722
Total Expense	\$ 1,048,357
% of Budget Spent	14%
Remaining Balance	\$ 6,664,365
Total Obligations	\$ 5,055,233
% of Budget Obligated	66%
Non-Obligated Funding Available	\$ 2,657,489
% of Non-Obligated Funding	34%

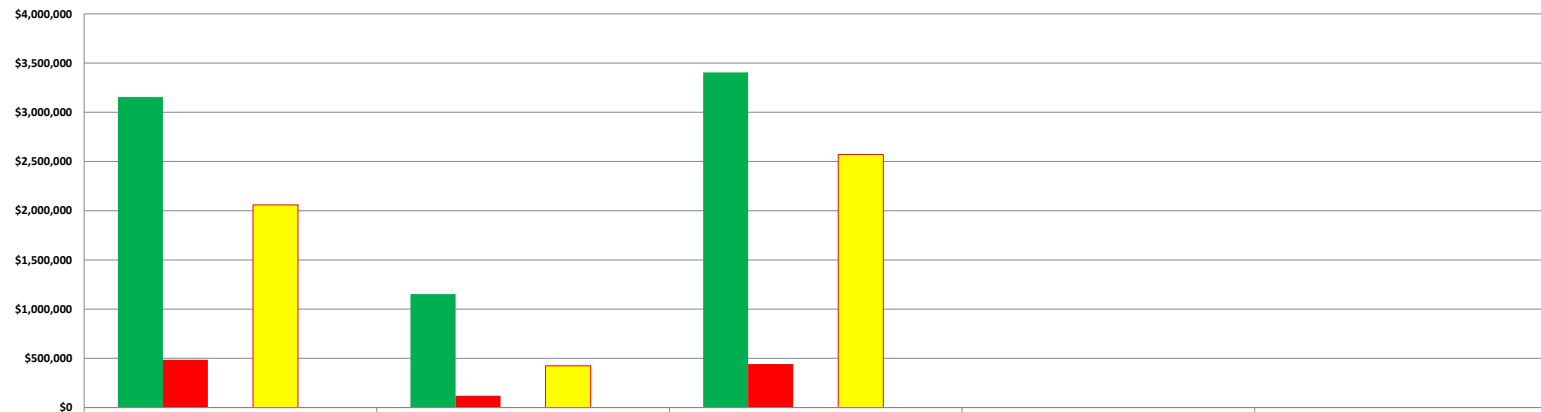
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Fund Percentage of Total Expense



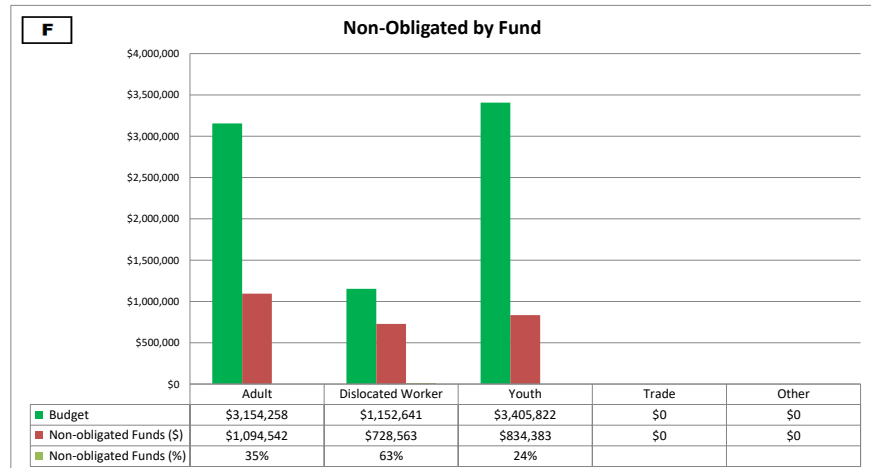
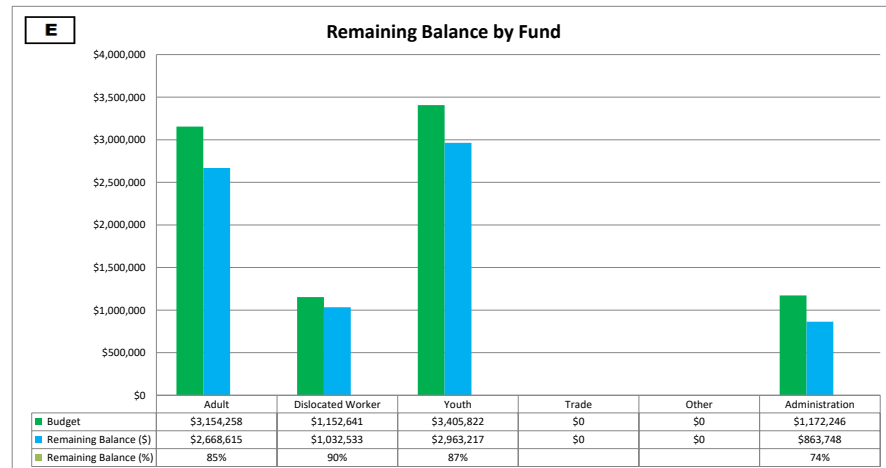
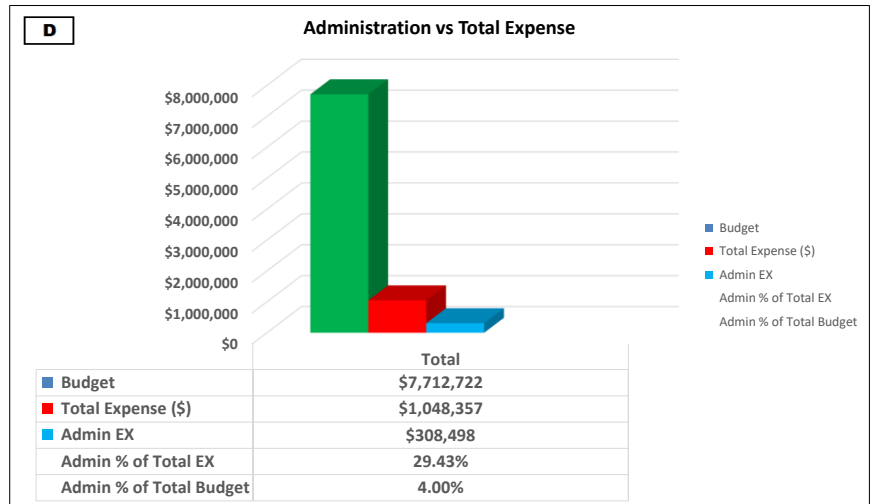
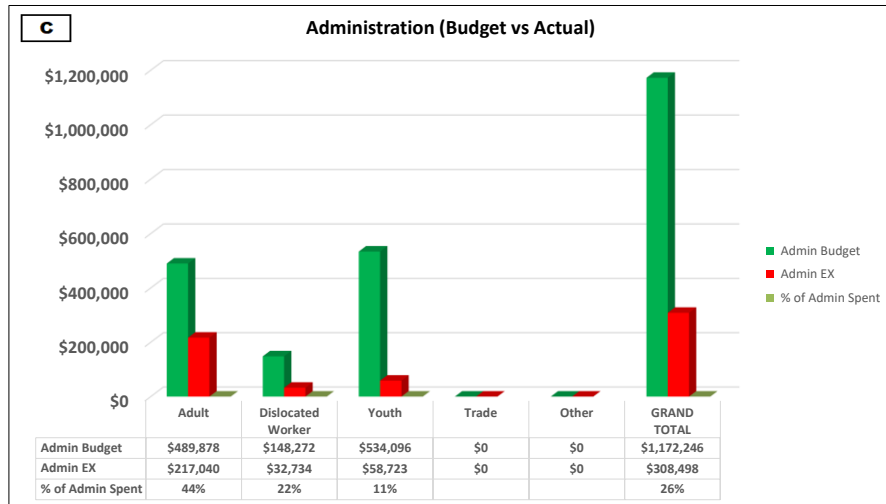
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Budget vs. Actual Performance



	Adult	Dislocated Worker	Youth	Trade	Other
■ Budget	\$3,154,258	\$1,152,641	\$3,405,822	\$0	\$0
■ Total Expense (\$)	\$485,643	\$120,108	\$442,605	\$0	\$0
■ % of Budget Spent	15%	10%	13%		
■ Obligations (\$)	\$2,059,716	\$424,078	\$2,571,439	\$0	\$0
■ % Obligated	65%	37%	76%		

Administration & Remaining Balances



Buffalo Trace Area Development District				Total		Adult		Dislocated Worker		Youth		Trade		Other	
TENCO															
Financial Position															
Fiscal Year to Date thru															
2025	OCT														
Budget vs. Actual Expense															
A	Code			Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense	Budget	Actual Expense
	Grant Funding														
	BFA	AWARDED		7,712,722.01		3,154,258.32		1,152,641.20		3,405,822.49					
		PENDING	(new grants)	-											
	Total Grant Funding Available			7,712,722.01	1,048,356.59	3,154,258.32	485,643.10	1,152,641.20	120,108.05	3,405,822.49	442,605.44	-	-	-	-
	Remaining Balance				\$ 6,664,365.42		\$ 2,668,615.22		\$ 1,032,533.15		\$ 2,963,217.05		\$ -		\$ -
	% Spent vs. Available				14%		15%		10%		13%		0%		0%
Obligated vs. Actual Expense															
B	Code			Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense	Obligated	Actual Expense
	Contracts														
	7401	Gateway ADD FY26 Direct Service		939,400.48	54,566.66	\$ 800,000.00	\$ 26,030.10	\$ 128,400.48	\$ 18,028.01	11,000.00	10,508.55				
	7451	Gateway ADD FY26 One-Stop Operator		123,007.04	17,817.48	\$ 90,000.00	\$ 13,806.15	\$ 23,007.04	\$ 4,011.33	10,000.00	-				
	7501	Nestle USA - Incumbent Worker (12490)		15,214.00	9,333.00	\$ -	\$ -	\$ 15,214.00	\$ 9,333.00	-	-				
	7615	Lewis County YEP FY25- 7075		-	-	\$ -	\$ -	\$ -	\$ -	-	-				
	7601	Lewis County Empower Youth FY26 (V1282) July 1 2025 - June 30 2026		406,504.29	-	\$ -	\$ -	\$ -	\$ -	406,504.29	-				
	7630	MSU - Today's Youth FY26 (5245) July 1, 2024 - June 30, 2026		375,000.00	-	\$ -	\$ -	\$ -	\$ -	375,000.00	-				
	7646	Augusta Independent Schools - FY25 (7068)		-	-	\$ -	\$ -	\$ -	\$ -	-	-				
	7674	Greenup County YEP FY25-7674		-	-	\$ -	\$ -	\$ -	\$ -	-	-				
	7691	Career Team, LLC FY25-7690		-	-	\$ -	\$ -	\$ -	\$ -	-	-				
	7661	Mason County Youth Employment Program (7661) FY26-7661 4/25 thru 9/26		83,998.69	-	\$ -	\$ -	\$ -	\$ -	83,998.69	-				
	7611	Lewis County Youth Employment Program (7611) 4/25 thru 9/26		120,174.33	-	\$ -	\$ -	\$ -	\$ -	120,174.33	-				
	7651	Robertson County Youth Employment Program (7651) 4/25 thru 9/26		240,995.20	150,562.59	\$ -	\$ -	\$ -	\$ -	240,995.20	150,562.59				
	7640	Augusta Independent Schools - FY 26 (7640) 4/25 to 9/26		102,251.89	55,430.62	\$ -	\$ -	\$ -	\$ -	102,251.89	55,430.62				
	7756	Transfr - Yearly 06/15 \$23375		23,375.00	-	\$ -	\$ -	\$ -	\$ -	23,375.00	-				
	7757	Career Edge (12600)		39,999.00	39,999.00	\$ 39,999.00	\$ 39,999.00	\$ -	\$ -	-	-				
				-	-	\$ -	\$ -								
				-	-										
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				-	-										
	On-The-Job Training (OJT) Contracts			-	-										
				-	-										
				-	-										
				-	-										
	Administrative Entity			-	-										
	A	Administration Program Costs		1,048,973.50	261,511.93	451,077.75	195,547.37	\$ 102,895.75	\$ 14,027.81	\$ 495,000.00	\$ 51,936.75				
	7300	Administration (non fiscal agent)		19,176.50	19,104.08	800.00	727.58	\$ 18,376.50	\$ 18,376.50	\$ -	\$ -				
	7306	Fiscal Agent Contract		104,096.00	27,881.55	38,000.00	20,764.87	\$ 27,000.00	\$ 329.99	\$ 39,096.00	\$ 6,786.69				
		Total Administrative Entity		1,172,246.00	308,497.56	489,877.75	\$217,039.82	\$148,272.25	\$32,734.30	\$534,096.00	\$58,723.44	\$0.00	\$0.00	-	\$0.00
	One Stop Center Expenses														
	7700	Direct Charges (ie Travel)		240.92	654.71	-	-	240.92	654.71	-	-				
	7710	Rent		100,901.41	51,802.82	-	-	100,901.41	51,802.82	-	-				
	7720	WiFi Service		41.76	9.00	-	-	41.76	9.00	-	-				
	ITA	Individual Training Accounts		1,311,883.06	359,683.15	639,839.27	188,768.03	8,000.00	3,534.88	664,043.79	167,380.24				
		Total Expenses and/or Obligations		5,055,233.07	1,048,356.59	2,059,716.02	485,643.10	424,077.86	120,108.05	2,571,439.19	442,605.44	-	-	-	-
	Non-Obligated Funding Available			2,657,488.94		1,094,542.30		728,563.34		834,383.30		-		-	
	% Obligated			66%		65%		37%		76%		0%		0%	

Youth Work Experience Report

PAGE 4
274YT25
Report Term: 4/1/2024 thru 2025 OCT

Youth Grant Categories	Target	Calculation Method 1	Calculation Method 2 - (State)
		based on Expenses to date	based on Full Budget
Out of School Expense	75%	89%	44%
Work Experience	20%	33%	16%

Budget	\$	1,646,675.93		
Total Expense	\$	824,984.08		
Percentage Expended		50%		
Remaining Balance	\$	821,691.85		
			Local Administration	\$ 15,669.32
			Calculation Budget Base (less Local Admin)	\$ 1,631,006.61

In School vs Out of School	In School	Out of School	Local Administration	Total Expense
	\$ 87,839.38	\$ 721,475.38	\$ 15,669.32	\$ 824,984.08

Work Experience	Work Experience	Non Work Experience	Total Expense
	\$ 264,893.50	\$ 560,090.58	\$ 824,984.08

274YT26
Report Term: 4/1/2025 thru 2025 OCT

Youth Grant Categories	Target	Calculation Method 1	Calculation Method 2 - (State)
		based on Expenses to date	based on Full Budget
Out of School Expense	75%	0%	0%
Work Experience	20%	0%	0%

Budget	\$	2,141,525.20		
Total Expense	\$	-		
Percentage Expended		0%		
Remaining Balance	\$	2,141,525.20		
			Local Administration	\$ -
			Calculation Budget Base (less Local Admin)	\$ 2,141,525.20

In School vs Out of School	In School	Out of School	Local Administration	Total Expense
	\$ -	\$ -	\$ -	\$ -

Work Experience	Work Experience	Non Work Experience	Total Expense
	\$ -	\$ -	\$ -

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7908 Kentuckianna Works Contract

State funding to provide local workforce programming services to in-school and out-of-school youth, ages 16 to 24

WHEREAS, the allocation of funding for the Project is to enable Local Workforce Boards to serve two distinct populations: 1) high school students, particularly seniors who have indicated they do not intend to matriculate to college upon graduation and have requested assistance in finding a good job out of high school; and, 2) youth aged 16-24 who are not in school and either not working at all or working

Start Date	7/1/2024
End Date	6/30/2026

Contract Amount	\$ 952,380.96
Cash Collected	\$ 595,238.10
Pending Collections	\$ 357,142.86

Expenses to Date	\$ 146,803.15
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% of contract Spent	15.41%
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Remaining Contract Available	84.59%
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Available Cash on hand	\$ 448,434.95
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Expense Summary - Inception thru	OCT	2025
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I. Budget Analysis	Current Obligation	Total Expended to Date	Obligated Funds Remaining
<i>Amendment #</i>			
Salaries	\$ 74,286	\$ 47,611	\$ 26,675
Fringe Benefits (if applicable)	\$ 69,524	\$ 38,421	\$ 31,103
Staff Development/Training	\$ 2,388	\$ 825	\$ 1,563
Educational Outreach and Services	\$ 2,857	\$ 168	\$ 2,689
Travel, Transportation, and Per Diem	\$ 5,714	\$ 878	\$ 4,836
Subawards/Contractual	\$ 748,095	\$ 35,746	\$ 712,349
Materials and Supplies	\$ 1,905	\$ 846	\$ 1,058
Facilities		\$ 1,141	\$ (1,141)
Administration	\$ 9,524	\$ 1,862	\$ 7,662
Equipment	\$ 1,905	\$ 4,838	\$ (2,933)
Other	\$ 36,183	\$ 14,466	\$ 21,717
TOTAL	\$ 952,381	\$ 146,803	\$ 805,578



**TENCO Workforce Development Board
WIOA Youth Program**

PROJECTED FY27 BUDGET

Available Balance:	\$834,383.38 (calculating all budgets through FY26)
Projected Unused:	\$100,000.00
Sub-Total:	\$934,383.38
Projected New Funds (April 25):	\$1,927,372.68

Projected Total Available:	\$ 2,861,756.06
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Projected FY27 New Expense:	\$180,000.00 (Administrative & Fiscal)
Customer Carryover Expense:	\$338,638.00 (ITA obligations for FY26)
Carryover (20% of new funds):	\$428,305.04
Projected New Obligations:	\$250,000.00

(Current Contracts if approved)	\$792,504.29
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(New ITAs)	\$120,000.00
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Total Projected Obligations:	\$2,109,447.33
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Projected Total Available:	\$752,308.73
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*Budgeted FY26 for Summer Programs:	\$547,420.11
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*Total Invoices FY26 for Summer Programs:	\$462,946.41
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TENCO Workforce Development Board

Youth Employment Program

Request for Proposal 2026 Highlights

- Allow TENCO WBD Staff to move forward with procurement for the Youth Employment Program to begin April 15, 2026 and run through August 2026.
- Contract period: April 15, 2026 – August 31, 2027
- Program Period: April 15, 2026 – August 31, 2026
 - Youth must be enrolled by August 1, 2026.
- Ages 16-24
- In-school youth cannot exceed 20% of the contract
- Wages allowed at a range for bidders to propose on a per-contract basis (not a per-participant basis): \$9.25 to \$10.00 per hour.
- 30 hours per week for a maximum of 8 weeks = 240 hours total
- Require: Paid Work Experience; Financial Literacy; Labor Market Information; Occupational Component; Transitioning to Post Secondary; Employment Preparation; Educational Component; Follow-up Services
- Incentives are allowable – up to \$100.00 per employment and/or educational achieved goal.
 - Incentive Cap: \$400

PROPOSAL NARRATIVE

Each question/prompt must be identified and answered in the proposal.

Program Operations

1. Experience and Performance:

DO NOT ANSWER BOTH PARTS.

- Answer Part A if your organization if you either would be running a TENCO Youth Employment Program for the first time if awarded a contract, or if you have not run a Youth Employment Program (YEP) within the past five years.
- Answer Part B if your organization has run a Youth Employment Program within the past five years.
 - A. Describe your organization's experience and performance in providing job readiness services for youth. When describing performance, quantitative data should be provided and explained. (Maximum 1 page).

OR

- B. Provide a narrative on your most recent one-three years of WIOA performance measure data. Performance measures are outlined in previously awarded contracts. Past WIOA performance measure data can be requested from TENCO Administrative staff to complete this prompt. If you did not meet a performance measure(s), provide a plan to improve it. (Note: You may also describe your organization's experience and performance in providing job readiness services for youth through other programs if applicable to your organization, but a narrative on past WIOA performance **MUST** be covered.) (Maximum 2 pages)

2. ADA Compliance:

ANSWER AND/OR ADDRESS ALL PARTS – A, B, and C.

- A. Identify where program oversight services will take place. All services must be ADA accessible.
- B. Identify when program oversight services will generally take place.
- C. Please provide any document you have identifying your location has met ADA requirements by including it in the documents attached to this proposal packet. (Example: a signed letter from the appropriate individual within your organization or business that is on official letterhead and includes a date from the current calendar year.)

3. Proposed Program Staffing:

ANSWER BOTH PARTS – A and B.

- A. Describe the methodology used to determine the number of staff needed to operate the proposed program.
- B. Describe the qualifications (including educational and/or experience) required for staff that will be hired to operate the proposed program.
- C. How many staff members would you like to have account access for the state-mandated data management system? (1 or 2)

4. Explanation of Need:

ANSWER ALL PARTS – A, B, and C.

- A. Provide an explanation as to why this program is needed in the proposed county(ies) of service.

...Continued on Next Page...

Program Activities & Design

5. Outreach & Recruitment Strategies

ANSWER ALL PARTS – A, B, C, & D. Describe your outreach/recruitment strategy in as much detail as possible for each part below:

- A. In-School Youth
- B. Out-of-School Youth
- C. Worksites
- D. If more students apply than what is proposed for enrollment, how will you determine priority of enrollment/recruitment? You must also explain which agencies/organizations those non-priority students would be referred to instead.

6. Youth Elements and Activities

ANSWER ALL PARTS – A, B, C, D, and E.

Describe, **in detail**, how **each** of the elements and activities relevant to this proposal will be offered. Please describe the workshop/s, curriculum/s, software/s, and/or program/s you will use or how you will develop a curriculum to address each element.

- A. Leadership and Employment Preparation,
- B. Financial Literacy
- C. Occupational Exploration/Labor Market Information
- D. Transitioning to Post-Secondary training

7. Partnership List

In a table format, please list partnerships with businesses and agencies/organizations assisting with services provided by this proposal. Identify the name of the business/agency, contact person, role played with the Summer Employment Program (example: worksite, workshop presenter, referral source, and etc.). Information provided should be up to date with current personnel and contact information.

8. Worksite Selection

ANSWER BOTH PARTS – A and B.

- A. Explain how you will evaluate and select worksites (interview, form, etc.) to determine whether to partner with them or not. This explanation should include what you will evaluate for (criteria, questions, topics, etc.) If you want to attach a worksite evaluation form to your proposal for this section, you may do so.
- B. Explain how you will select which worksites you will place participants at.

9. Incentive Plan

- A. Describe your incentive plan, if applicable. Be as specific as possible on what each employment or education goal is, how the participant can obtain it and how much they can earn for successfully completing each goal.

10. Participant Success Evaluation

- A. Describe your approach in evaluating participant success in the program.

11. Fiscal Experience

- A. Describe your fiscal experience with payroll, invoicing, and maintenance of records.

...Continued on Next Page...

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). If another organization is responsible, identify the organization.
3. Identify the EEO officer of the organization.
4. Provide a copy of the Equal Opportunity policy and/or procedure your agency utilizes.
5. List in-kind services and amount of in-kind services to be provided by the organization for the proposed program.
6. For audit purposes, specify the total amount of federal funding received by the bidding organization.
7. Describe how shared/indirect costs are determined, if applicable.
8. How will payroll be calculated (hourly/salary) and how often will staff and/or participants of the program be paid?

POSITION INFORMATION:

- A. Attach a job description for EACH proposed program staff position that would be funded in part or in full by the contract if awarded. (This is NOT referring to descriptions of participants' positions for work experiences.)
 - a. Please include the following for each job description.
 - i. What is the number of hours per week for this position?
 - ii. What are the hours of operation for this position?
 - iii. Days of the week the individual will work:

Youth Employment Program Proposal Rating Sheet 2006

The rating process is designed to assist individuals reviewing the attached proposals in selecting the proposal(s) that meet WIOA regulations and TENCO's youth goals as presented in the Request for Proposal. We are searching for proposals that are clear, precise and conscientious of funding and performance. Youth service providers should provide detail on their ability to connect to employers and outside organizations to holistically assist youth in overcoming their barriers and achieving success in employment and/or education.

General Program Operations

Available Points: 25

EACH QUESTION IS WORTH UP TO 5 POINTS

Proposing Program:

Reviewer Initials:

1. If they answered Part A, did the proposal 1) provide sufficient detail on the organization's past experience with providing job readiness services for youth, 2) performance data (of their choice), and 3) explanations of their data that accurately reflect their success in serving at-risk youth?

OR

If they answered Part B, did the proposal 1) provide their WIOA performance data and 2) sufficient detail in the narrative of that data, as well as a plan on how to improve performance measures (if needed)?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

2. Are all ADA components provided: 1) service location, 2) hours of operation/accessibility, and 3) a document verifying ADA compliance?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

3. Did the proposal 1) clearly identify the number of staff included in operating the program, 2) identify how the number of staff needed is determined (ex. Ratio of students versus staff), and 3) how staff would be selected?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

4. Does the staff seem adequate in comparison to the number of youth requested?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

5. Does the proposal 1) provide a detailed explanation of why the program is vital for the proposed area of service and 2) explain what it is bringing to the service area that is not already provided?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

Proposing Program:

Reviewer Initials:

Please rate the Program Operations Section: _____ out of 25 points available.

Program Activities and Design

Available Points: 50

EACH QUESTION IS WORTH UP TO 10 POINTS

6. Will the recruitment strategies identified in the proposal be adequate to obtain the number of youths requested?

Score	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

Notes:

7. Did the proposal provide a detailed description of the workshops/methods used to provide the required elements as described in the RFP and of how a participant is successful in completing the proposed program?

Score	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

Notes:

8. Did the table provide a variety of possible business and agencies/organizations available to meet the expectations of the contract, including worksites, referrals for other services, and workshop presenters? If not, did they provide a sufficient plan for recruiting more worksites in their recruitment strategy?

Score	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

Notes:

9. Was the proposal clear in the evaluation and selection of worksites for participants? Do the evaluation and selection methods described in the proposal provide adequate indicators of proper worksites for participants?

Score	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

Notes:

10. If applicable, was the proposal clear on how incentives could be earned, including the amount earned and when the participants would receive the incentives?

Score	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

Notes:

Proposing Program:

Reviewer Initials:

Please rate the Program Activities and Design Section: _____ out of 50 points available.

Budget Narrative, Worksheet and ProposalAvailable Points: 25EACH QUESTION IS WORTH UP TO 5 POINTS

11. Was an accurate, detailed line-item budget provided?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

12. Does the cost per participant support program efficiency?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

13. Did the proposal provide supporting documentation for the budget, if applicable (supplies)?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

14. Was a budget narrative submitted identifying the components requested in the proposal, including job descriptions and information for each proposed program employee?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

15. Does the proposal describe how shared/indirect costs are determined, if applicable?

Score	1	2	3	4	5
-------	---	---	---	---	---

Notes:

Proposing Program:

Reviewer Initials:

Please rate the Budget Narrative, Worksheet and Proposal Section: _____ out of 25 points available.

BonusAvailable Points: 20

16. Does the proposal include documented in-kind funding at or above \$7,500.00?

Score	1	2	3	4	5
-------	---	---	---	---	---

17. Does the proposal identify services for multiple counties?

Score	1	2	3	4	5
-------	---	---	---	---	---

18. Are personnel costs 25% or less of the total budget?

Score	1	2	3	4	5
-------	---	---	---	---	---

19. Has past performance been at or above program requirements?

Score	1	2	3	4	5
-------	---	---	---	---	---

Please rate the Bonus Section: _____ out of 20 points.

*In-Kind funding must be described in the Budget Narrative and amount listed must be documented as reasonable.

*Personnel costs are based on staff salary, staff fringe, staff travel, and utilities, and staff supplies. Percentage of personnel costs are based on accurate calculations of these items.



1. What is the Statewide Workforce and Talent Team (SWATT) mission?

SWATT's mission is to make Kentucky's workforce system easier for businesses to navigate.

2. How will SWATT achieve its mission?

Through strengthened alignment and streamlined communication among statewide education, workforce, and economic development partners, Kentucky will deliver coordinated employer-driven workforce solutions. To do this, we will develop a customizable toolkit that each local area can use to improve the impact of business services. The ultimate goal is to operationalize a scalable and sustainable coordinated business services model in Kentucky that will outlast leadership transitions.

3. How is SWATT different from anything we've tried to do in the past?

For the first time, there is unified leadership buy-in from the Kentucky Cabinet for Economic Development, Education and Labor Cabinet, Kentucky Chamber of Commerce, Kentucky Department of Education, Kentucky Community and Technical College System, Kentucky Council on Postsecondary Education, and other key organizations. SWATT is also Kentucky's first attempt at sharing business service data across multiple partner organizations.

SWATT is not a program – it is a new approach to workforce development anchored in results and shared wins for our communities. For the first time, Kentucky is integrating business service data across multiple organizations, creating a truly unified network where partners collaborate, share insights, and strengthen how workforce services are delivered statewide.

With fewer than 3% of businesses currently utilizing Kentucky's workforce solutions, SWATT focuses on clear, coordinated delivery. This makes the system easier to navigate, serving more KY companies, and deepening existing relationships.

4. How can SWATT help regions improve their business service process?

The integrated data system will provide critical visibility into relationships and opportunities. By capturing and sharing what works, Kentucky can establish statewide standards of excellence to be deployed and strengthen its ability to respond quickly. SWATT positions Kentucky to provide consistent business services across the Commonwealth, ensuring that statewide and regional companies experience the system with ease.



5. So, what's next?

Work is underway with your teams to advance the SWATT framework, including:

- Statewide Business Engagement Standard of Excellence Playbook, which is flexible and adaptable
- Building resources and toolkits to support the implementation strategies in the Playbook
- Data-sharing (in progress)
- Actively piloting and testing unified models, accounting for existing relationships and local best practices

6. What lessons are emerging as we implement the SWATT approach across Kentucky?

We are still learning and refining the SWATT approach, but early findings point to clear themes that are shaping how we work together:

- Importance of multiple company touchpoints: If the C-suite/HR/operations do not know what each is experiencing, we will have to start from scratch when there is turnover.
- Consultative needs assessment that involves multiple company leaders: Needs assessment responses will differ dramatically depending on who is positioned as the company lead – encouraging companies to engage in pre-assessment beforehand, where the C-suite, HR, and operations professionals discuss critical challenges together, helping to ensure all perspectives are considered.
- Data gathering resources are needed to help reveal true root causes: Employers default to “what they hear” when diagnosing the root cause – ex: No one wants to work is the challenge because of what they hear in the news. They think they have a retention problem, but the root cause may be in their selection process.
- Prioritization of needs is a challenge: Many companies want to do it all, which is not a sustainable approach to managing multi-dimensional workforce needs. Resources are needed to help companies determine the best starting point.



TENCO Workforce Development Board²⁵ Director Report for December 2025

**Data reflects July 1 - November 30*

Team TENCO



GATEWAY
AREA DEVELOPMENT DISTRICT



TEAM
KENTUCKY
EDUCATION AND
LABOR CABINET



Putting Young Kentuckians to Work

Total Enrollments: **118**

Active caseload: **68**

Participants in Follow-Up: **12**

Participants Exited: **38**

Active Work Experience: **6**

Active Co-ops: **3**

Work Experience Completed: **5**

Performance: **13/200**

WIOA Training Services Data

162	2	344	=	508	83	1	112	=	196
ADULT	DISLOCATED WORKER	YOUTH		TOTAL ACTIVE	ADULT	DISLOCATED WORKER	YOUTH		TOTAL ENROLLED

Meetings and Events Attended

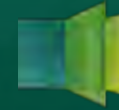
KCC Management Team Meeting
BTADD Board Meeting
Rowan County CEDS Stakeholder Meeting
Career EDGE Training
Northeast Regional Turf
FIVCO ADD Board
ACTC Perkins Grant CLNA
KEE Suite Committee
Interim EDWI Committee

GADD Direct Service Quarterly Review
UK KD Workforce Institute at ACTC Ribbon Cutting
KCC TENCO Partner Meeting
TENCO SWATT Regional Roadshow
WIB Directors Meeting
Mason County JAG Ribbon Cutting
Participant Eligibility Interviews
Rowan, Montgomery, and Bath Co. Perkins CTE CLNA
SWATT Healthcare Prototype

Ongoing Work

- Program Monitoring
- Youth Employment Program Technical Review
- Staff Training
- BTADD Policy Committee
- 1:1 Meetings



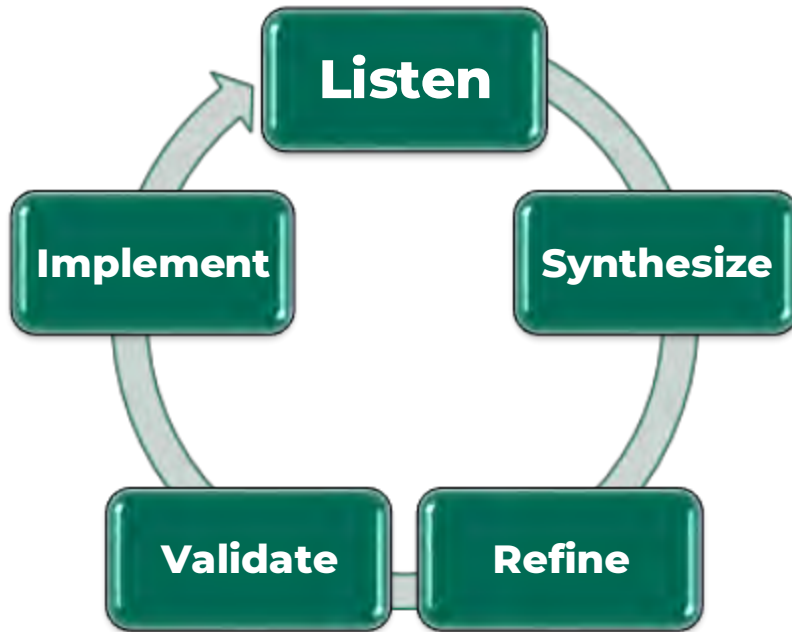


PROGRESS UPDATE

Work Ready Communities: Next Generation

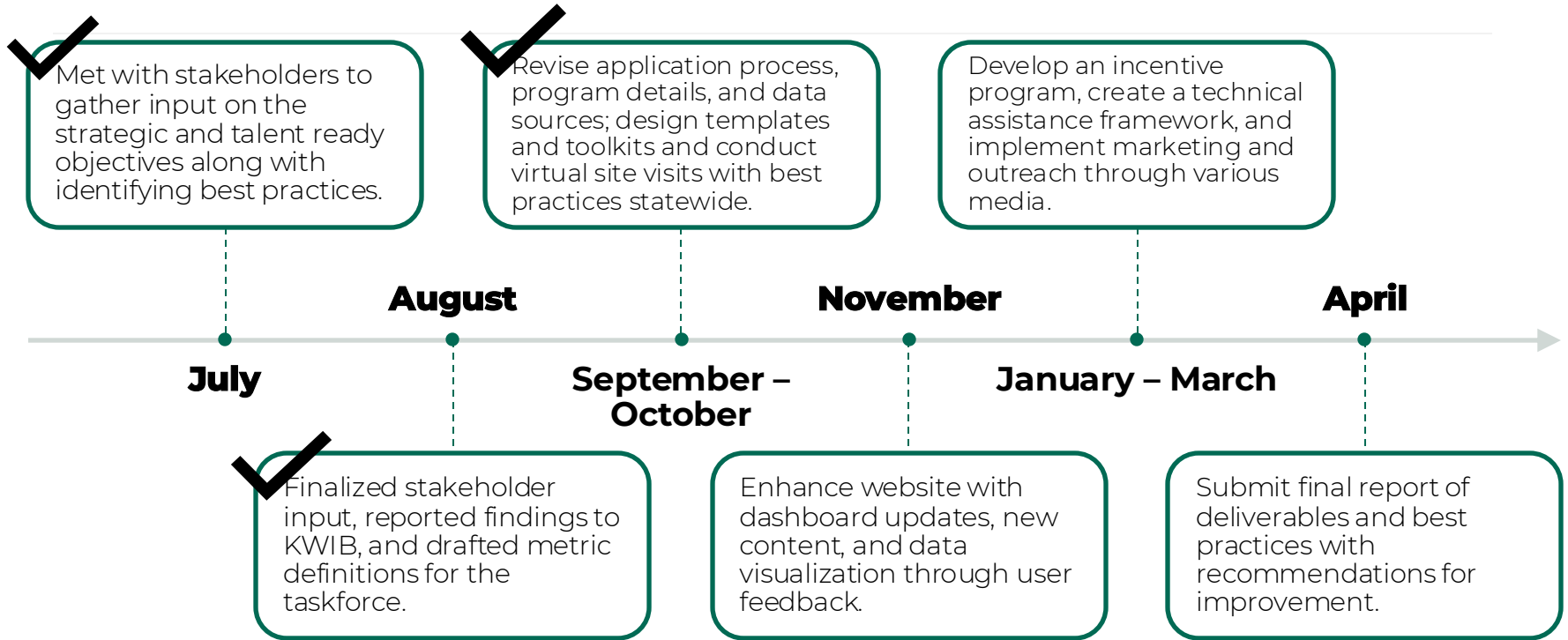
November 20, 2025

Feedback Cycle



- Economic Developers
- Industry – Employers
- KY Chamber of Commerce
- KY Community and Technical Colleges
- KY Council of Economic Developers
- KY Housing Corporation and the former Executive Director of the KY Housing Corporation
- KY League of Cities
- KY Office of Broadband Development
- KY Office of Early Childhood
- KY Transportation Cabinet
- KY Association of School Superintendents
- KDE/CTE
- KYSTATS
- KWIB Taskforce
- Workforce Boards
- And more

Timeline



December

Finalize website and application updates.
Pass the work over to Tyler Tech for coding.

Finalize data dashboard
with KYSTATS.

January-March

Finalize technical assistance
framework with templates,
resources, and guides.

Develop a marketing
outreach campaign.

Develop an incentive
program



Tri-State Business Conference

From Northeast Kentucky Chamber of Commerce <scott@nekychamber.ccsend.com>

Date Mon 12/8/2025 10:54 AM

To Justin Suttles <jsuttles@btadd.com>



Tri-State Business Conference Save the Date

We know there's a lot of uncertainty, and even fear, about artificial intelligence and the role it will play in our lives, our work, and our communities. But AI isn't just about the unknown...it's also about opportunity.

On Friday, April 24, 2026, join business leaders, industry experts, and community partners for a regional conference on AI: its uses, effects, and future in business, industry, and education.

Through plenary panels and breakout sessions, you'll hear from experts and practitioners on how AI is shaping key areas like:

- Logistics & Transportation
- Manufacturing
- Healthcare
- Education
- Business
- Everyday Use

This will be an interactive day designed to help you understand AI, ask questions, and explore how it can work for you and your organization.

 **Mark your calendar now — April 24, 2026 from 8:30am-4:15pm.**

Full details and registration information will be shared soon!

Northeast Kentucky Chamber of Commerce | PO Box 830 | Ashland, KY 41105 US

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The Kentucky Career Center - TENCO locations
will be closed for the following days in
observance of Christmas and the New Year.

Thursday, December 25

Friday, December 26

Thursday, January 1

Friday, January 2

All offices will re-open at 8 AM
on the following Monday after each holiday.

www.tencocareercenter.com | www.kcc.ky.gov



Select

Agenda is tentative and subject to change.

Day One: Tuesday, February 17, 2026

8:00 a.m.**Registration and Continental Breakfast with Sponsors and Exhibitors****8:30 a.m.****Welcome**

LaKisha Miller, Executive Director, Kentucky Chamber Workforce Center

The State of Kentucky's Workforce

Jamie Link, Secretary, Kentucky Education and Labor Cabinet

Kentucky businesses face significant workforce challenges, yet only 15% collaborate with government, education, and nonprofits to address them. In this session, hear from the Secretary of Education and Labor about the Statewide Workforce and Talent Team (SWATT) and its efforts to simplify the workforce system, foster collaboration, and drive impactful employer-led solutions. Gain insights into private sector needs, the growing importance of public-private partnerships, and emerging trends in Kentucky's workforce and economy.

9:05 a.m.**Voting Rights for Convicted Felons and Fair Chances**

Ava Bogard, Champion, 2025 National Civics Bee – Kentucky

Interviewer: Beth Davisson, Senior Vice President, Kentucky Chamber Foundation

The Kentucky Chamber Foundation works to strengthen communities and expand opportunities across the Commonwealth by equipping the next generation to lead. Through the National Civics Bee®, the Foundation helps Kentucky middle school students explore how civic engagement, leadership, and economic opportunity come together to build a stronger future. Meet the 2025 Kentucky champion and hear the presentation she made at the national competition.

9:20 a.m.**Strengthening Kentucky's Talent Pipeline: Insights from the 2025 State Opportunity Index Report**

Stephen Moret, President and CEO, STRADA

Drawing on the latest findings from Strada's 2025 State Opportunity Index, Strada CEO Stephen Moret will break down the five keys to success in connecting education with opportunity. The session will highlight where Kentucky excels, where gaps remain, and which high-impact actions state policymakers and business leaders can take now to strengthen pathways to opportunity for individuals and enhance workforce competitiveness for employers across the Commonwealth.

10:05 a.m.**Break with Sponsors and Exhibitors****10:20 a.m.****The Culture Blueprint: Exploring the Systems that Shape Success**

Danny Nelms, CEO and President, Work Institute

Culture is often cited as a competitive advantage, yet few organizations can clearly define what their culture is or identify the systems that sustain it. Too often, leaders rely on engagement surveys or sentiment scores as stand ins for culture, but those surface indicators miss the deeper drivers.

In this session, Danny Nelms introduces The Culture Blueprint, a practical, evidence-based framework for understanding the systems that shape workplace culture. Drawing on Work Institute's annual research and insights from more than 30,000 employee interviews each year, Danny highlights how culture is built not just by what leaders say, but by the systems, behaviors, and practices employees experience every day.

11:00 a.m.**A New Blueprint for Readiness: How Increased Relevance, Skills, and Employer Partnerships in K12 Can Transform the Future Workforce**

Greg Walker, Senior Vice President, State and District Partnerships, College Board

Across Kentucky, and across the country, employers are searching for talent with the skills to communicate, collaborate, solve problems, and adapt in a fast-changing economy. At the same time, too many students are disengaged, unsure how their learning connects to the future they want. This session explores a new blueprint for bridging that divide—one that brings real-world relevance into the classroom and elevates the skills employers say matter most.

College Board's Senior Vice President of State and District Partnerships, Greg Walker, will share how AP Career Kickstart—developed in historic partnership with the U.S. Chamber of Commerce and endorsed by nearly 500 employers and chambers nationwide—is redefining what readiness looks like. With new AP courses like AP Business with Personal Finance and AP Cybersecurity, students gain rigorous academic preparation and the opportunity to apply their learning through business planning, financial decision-making, and authentic problem-solving. These experiences build confidence, competence, and a clear signal of readiness recognized across colleges, apprenticeships, and the workforce.

Participants will also hear why students are asking for learning that feels relevant, how employer-aligned credentials can expand economic mobility, and what it will take for education and industry in Kentucky to lead together. A brief Q&A will follow the remarks.

11:45 a.m. Lunch with Sponsors and Exhibitors**12:45 p.m.****Employer Academy Impact in Action: How Kentucky Employers Are Building Stronger Workforce**

Panelists TBA

Moderator: Callie Miracle, Director, Implementation, Kentucky Chamber Foundation



(<https://kychamberbottomline.com/>)

Location

Kentucky Chamber of Commerce
464 Chenault Road
Frankfort, KY 40601

Directions**Google Maps**

(<https://www.google.com/maps/dir/464+Chenault+Rd,+q=464+Chenault+Road+%C2%B7+Frankfort%2c+KY+40601>)
or **Bing Maps** (<https://www.bing.com/maps?>

Phone Number

(502) 695-4700

Fax Number

(502) 695-5051

Email Address

info@kychamber.com

(<mailto:info@kychamber.com>)



policies, and tangible hiring or retention success. By showcasing these diverse employer perspectives, the conversation will highlight how the Academy portfolio is driving measurable workforce impact across Kentucky.

1:30 p.m.

Housing Challenges Across the Commonwealth and the Impact on the Workforce

Charles Aull, Vice President, Policy, Kentucky Chamber of Commerce

Anetha Dunn Sanford, CEO, Home Builders Association of Kentucky

Andy Games, President, Elizabethtown Hardin County Industrial Foundation

Moderator: Terri Bradshaw, President/CEO, Kentucky Association for Economic Development

This panel will highlight the impact of Kentucky's housing challenges on workforce participation, employment, and economic opportunity in the Commonwealth. Panelists will discuss the ins-and-outs of the state's housing market, how housing issues differ across regions of the state, how housing availability and affordability tie into workforce issues, and what policy and programmatic efforts are underway to address these challenges.

2:15 p.m.

Kentucky's Meaningful Diploma Blueprint: Stakeholder Informed Solutions for Workforce Readiness

Delaney Stephens, Director of Policy, Meaningful Diplomas, The Prichard Committee for Academic Excellence

Kentucky's paradox is stark: 4th nationally in graduation rates, yet only 12% of employers express strong confidence in graduate preparedness. This session presents findings from Kentucky's comprehensive Meaningful Diploma Steering Committee—40+ leaders from education, business, and workforce development who contributed to refining the Prichard Committee's Meaningful Diploma Framework and shaping meaningful diploma policy priorities and considerations. Attendees will explore the Meaningful Diploma Framework addressing system conditions from teacher workforce development to AI-enhanced learning, and explore "Measures of Mobility" that track economic outcomes from 9th grade on-track status through credentials of value and workforce participation. The session details specific legislative and policy considerations, including strategies for expanding work-based learning partnerships, modernizing competency-based assessment, and addressing the critical barriers identified by stakeholders statewide. Business and education leaders will leave with concrete implementation strategies and policy roadmaps for ensuring Kentucky's diploma becomes a true signal of workforce readiness.

3:00 p.m.

Break with Sponsors and Exhibitors

3:15 p.m.

Building Bridges: Connecting Your Business with Service Members Entering the Civilian Workforce

Nicki Stewart, Workforce Development Manager, KY VALOR

In this presentation, attendees will gain actionable strategies for optimizing their company's unique hiring policies to successfully integrate veterans and transitioning service members into the workforce. Explore the benefits of hiring military talent and learn about Kentucky-specific programs that connect businesses with this skilled workforce. Additionally, discover how KY VALOR supports service members and their spouses, both locally and nationwide, in securing licensure and finding career-specific job opportunities in Kentucky.

4:00 p.m.

Strategic Employer Partnerships: From Innovation to Implementation

Kimberly Boyd-Lane, Director of Career Services, Goodwill Industries of Kentucky

Alycia Tidrick, Director of Strategic Partnerships, Goodwill Industries of Kentucky

James Farren, Manager of Workforce, CVS Health

This session explores how Goodwill Kentucky and CVS partnered to design and implement an innovative pharmacy technician training program that addresses critical talent shortages in healthcare. Attendees will learn how this employer-led initiative integrates technology-driven learning (including virtual components), stackable industry-recognized credentials, and wraparound services to create a sustainable, inclusive talent pipeline. The presentation will highlight real-world outcomes, including retention and placement data from initial cohorts, and discuss how the model can be adapted to other credentials and industries. Participants will also gain insights into the economic and demographic trends driving demand for pharmacy technicians and leave with actionable strategies for building similar partnerships in their own organizations.

4:45 p.m.

Wrap Up and Day One Adjourns

LaKisha Miller, Executive Director, Kentucky Chamber Workforce Center

Day Two: Wednesday, February 18, 2026

8:00 a.m.

Registration and Continental Breakfast with Sponsors and Exhibitors

8:30 a.m.

Welcome

LaKisha Miller, Executive Director, Kentucky Chamber Workforce Center

8:35 a.m.

Unlocking Workforce Potential: Insights from Mercer's Inside Employees' Minds

Kelley Bright, Partner, Kentucky & Tennessee Office Leader, Mercer

Kaylan Caurield, Global Account Manager, Mercer

In today's rapidly evolving workplace, understanding what truly drives employee engagement, motivation, and well-being is critical for organizational success. This presentation leverages Mercer's "Inside Employees Minds" research to reveal deep insights into employee attitudes, expectations, and behaviors. Attendees will explore data-driven strategies to enhance workforce experience, foster resilience, and build a culture that attracts and retains top talent. Join us to uncover actionable intelligence that empowers leaders to make informed decisions and create workplaces where employees thrive.

9:15 am Transition Break

9:20 a.m.

CONCURRENT SESSION ONE (choose one)



to Business® and Educator's Guide to Industry.

Workshop B:

The Importance of an Entrepreneurial Mindset for Workforce Development

Robert Clark, President, Sustainable Business Ventures Corporation

The presentation will focus on a relatively new recognition about the benefits of an "Entrepreneurial Mindset." Introducing entrepreneurial thinking as an essential life skill—one that strengthens workforce readiness. Unlocking that potential starts with a mindset shift, redefining entrepreneurship not as a business discipline, but as an essential life skill—rooted in agency, problem-solving, and the ability to create value in any context.

The presentation will provide an overview of the many articles that have identified that companies are beginning to hire workers that have an "entrepreneurial mindset." One article, Entrepreneurial Mindset as a Marketable Skill - Higher Education Today says that "Over the past five years, Association of Chief Academic Officers has provided opportunities for students to develop an entrepreneurial mindset, perhaps the most marketable of all skills in an age of rapidly changing technology and uncertainty about how work will be transformed in the future. Notes show that "to find a place in the future workforce, graduates will need to align their interests, skills, and abilities with the needs of others to create value," whether they start something new, work for others, or work as an independent contractor.

10:00 a.m.

Break with Sponsors and Exhibitors

10:15 a.m.

CONCURRENT SESSION TWO (choose one)

Workshop C:

Money for Nothing—and Your Workers for (Almost) Free: Leveraging AI to Unlock Tax Credits, Training Programs, and Other Free Resources to Help Employees Deal with Medical Debt, Get Industry Certifications, and More

Ben Reno-Weber, Chief Innovation Officer, Essential Innovations

Kentucky employers face a paradox: over 7 million unfilled frontline jobs nationally, while large populations of willing workers remain sidelined due to systemic barriers. At the same time, billions of dollars in federal and state tax credits, training reimbursements, and workforce grants go unclaimed each year—resources that could directly offset hiring and retention costs.

This session will explore how AI and automation can simplify access to these hidden incentives, creating a win-win: employers reduce hiring costs and expand their talent pool, while untapped workers—including veterans, second chance employees, and individuals on public assistance—gain meaningful opportunities.

Workshop D:

Economic and Workforce Trends in the Industrial Sector

Stacy McCoy, Vice President, Research & Insights, Employbridge

The industrial sector is undergoing a transformation driven by economic shifts, evolving workforce expectations and generational change. This session will explore the latest labor market trends including skills shortages, and the need for workforce flexibility during a period of high economic uncertainty and how they are reshaping workforce strategies across the industrial sector. Using proprietary research from Employbridge's Market Intelligence Tracker and Voice of the American Workforce survey, we'll examine how Gen Z, Millennials, GenX and Baby Boomers differ in their engagement with industrial work, and what employers can do to attract each group. Attendees will gain insights into flexible labor models, gig work integration and the role upskilling is playing in building resilient talent pipelines.

10:55 a.m. Transition Break

11:00 a.m.

CONCURRENT SESSION THREE (choose one)

Workshop E:

Growing P(A)ns: Considerations for the Effective Use of AI in Hiring and Staffing Decisions

Matthew Fontana, J.D., Partner, Faegre Drinker Biddle & Reath LLP

Aaron Vance, Associate, Faegre Drinker Biddle & Reath LLP

Catie Wheatley, Associate, Faegre Drinker Biddle & Reath LLP

Artificial Intelligence tools are everywhere. From daily headlines to the latest operating systems on our phones, the impact of AI has become inescapable. And the workplace is no different. So what does this mean for employers? How can it transform their workforces? How can it make their employees more productive? But more importantly, what's the catch? Through this presentation, our team of labor and employment attorneys will present on the potential benefits (and drawbacks) of utilizing AI tools and software in the workplace from the total "people" perspective. First, this presentation will touch on how AI tools can be used to "right-size," modify, and enhance a business' human capital and the practical and legal considerations that follow. Next, once we've taken stock of the bigger picture, the conversation will pivot towards the use of AI in management and employment decisions and potential associated risks. Finally, once centered on the job, the presentation will discuss the concerns present by employee use of AI tools while performing their roles, and what steps employers can, should, and must take to manage these risks to safeguard sensitive confidential and proprietary information.

Workshop F:

Implementing Employer Supported Child Care Policies – Where Do We Go Next?

Kate Dean, Director of Community Based Partnerships and Strategy, Child Care Aware of Kentucky

Sandra Woodall, Founder/CEO, EC Learning

Aligning internal policies and benefits to support employers' hiring and retention needs, along with families' child care needs can be complex, difficult, and also hugely rewarding to communities, families and children. This workshop will consist of a presentation regarding employer related child care policies and programs for employers to consider as they work toward their hiring and retention plans. The second half of the workshop will guide participants through a solution-finding activity designed to assist in finding the best solution with the highest ROI for your company. Whether you are familiar with employer policies that support employee child care needs or you are just beginning to step into this space, we invite you to bring your successes, challenges, and greatest needs so we can work together to find solutions which push beyond roadblocks, stalled progress, and other barriers to implementation.

11:45 a.m.

Lunch

landscape, professionals must navigate automated insights without sacrificing human judgment. As tech-generated outputs play a role in tasks like forecasting, reconciliation, and anomaly detection, HR leaders must ensure that decisions remain accurate, compliant, and contextually informed. Human logic and intuition become more crucial, not less important.

Led by Karl Ahlrichs, CSP, SHRM-SCP, SPHR, this session explores how AI tools can elevate HR and Operational workflows—but only when paired with rigorous critical thinking. Through real-world case studies, attendees will learn how to interpret AI-generated reports, identify red flags, and evaluate anomalies in data. Participants will be introduced to structured frameworks that help assess AI outputs against business cycles, historical trends, and strategic objectives.

Attendees will leave with actionable strategies for improving data validation, enhancing audit trails, and collaborating effectively with AI as a partner, not a threat.

1:25 p.m. Transition Break

1:30 p.m.

CONCURRENT SESSION FOUR (choose one)

Workshop G:

Strengthening Kentucky's Workforce: Employer Success Stories from the SWATT Approach

Eliza Combs, Appalachian Regional Healthcare

Additional panelists TBA

Moderator: Laurie Mays, Senior Program Manager, Kentucky Chamber Foundation

Kentucky is transforming workforce development through the SWATT framework — a coordinated, statewide effort that streamlines how workforce resource providers collaborate behind the scenes. By aligning strategies, data, and services, these partners present employers with a unified, easy-to-navigate package of tailored solutions. This session features Kentucky employers who have benefited from this new approach, sharing how the SWATT model has simplified engagement, improved access to customized workforce support, and delivered measurable results for their organizations and communities.

Workshop H:

Building Tomorrow's Workforce Today: Purpose-Driven Strategies to Recruit, Retain, and Engage Kentucky Talent

Molley Ricketts, CEO, Incipio Workforce Solutions

In today's competitive talent market, Kentucky businesses must do more than fill open positions—they must create workplaces where employees thrive, stay, and grow. Molley Ricketts, CEO of Incipio Workforce Solutions, brings over 25 years of expertise helping organizations across manufacturing, healthcare, and hospitality build strong, engaged workforces.

This session will offer practical, data-driven strategies for addressing workforce shortages by focusing on purpose, belonging, and growth. Attendees will walk away with actionable steps to attract qualified candidates, improve retention, and align workforce development with their organization's long-term goals.

2:10 p.m. Transition Break

2:15 p.m.

CONCURRENT SESSION FIVE (choose one)

Workshop I:

Transforming Community Partnerships Through Data: Kentucky's Groundbreaking Asset MAP Platform

Kyle Jones, Policy Manager, Meaningful Diplomas, The Prichard Committee for Academic Excellence

This session unveils Kentucky's revolutionary Community Asset MAP (Map for Advancing Partnerships), a statewide interactive platform launching in 2025 that provides the complete pipeline view from early care and education through workforce outcomes and quality of life indicators. Developed by the Prichard Committee in partnership with KYVA Analytics, this groundbreaking tool integrates longitudinal data across the entire educational and economic continuum—from early childhood development metrics and K-12 academic achievement to postsecondary enrollment, persistence, and completion rates, through workforce participation, employment outcomes, earnings data, and broader quality of life measures including housing, healthcare access, and economic mobility indicators. The platform combines this comprehensive data with community assets ranging from childcare centers and libraries to job training facilities and healthcare providers. Attendees will experience a live platform demonstration, exploring how the MAP enables holistic, data-informed partnership building, fiscal resource mapping from state to local levels, and real-time assessment of community needs across the entire cradle-to-career-to-community pipeline. This session showcases how sophisticated longitudinal tracking can finally be transformed into accessible, actionable tools that empower families, educators, and workforce leaders to make evidence-based decisions about pathways to economic prosperity and community wellbeing.

Workshop J:

Culture as Your Competitive Advantage

Leslie Jarvis, SPHR, SHRM-SCP, Senior People Development Leader, CMI Consulting LLC

Your culture can be your greatest competitive advantage. In today's talent market, organizations can no longer afford an "accidental culture." This engaging and practical session will help you turn culture into your secret weapon for attracting, retaining, and engaging top talent.

We'll explore what today's workforce values most, how emotionally intelligent leaders drive trust and loyalty, and why investing in people development pays measurable dividends. You'll gain real-world examples of companies that have made culture their differentiator—plus actionable tools to strengthen your own teams through communication, motivation, and connection.

Discover how to use assessments like DISC (communication styles) and PRINT (motivational drivers) to increase self-awareness and team effectiveness. Learn how to balance AI and EQ, using technology to enhance—not replace—human connection.

You'll leave inspired and equipped to create a culture people don't want to leave—and customers can't resist buying from.

3:00 p.m.

11th Annual Kentucky Workforce Summit Adjourns



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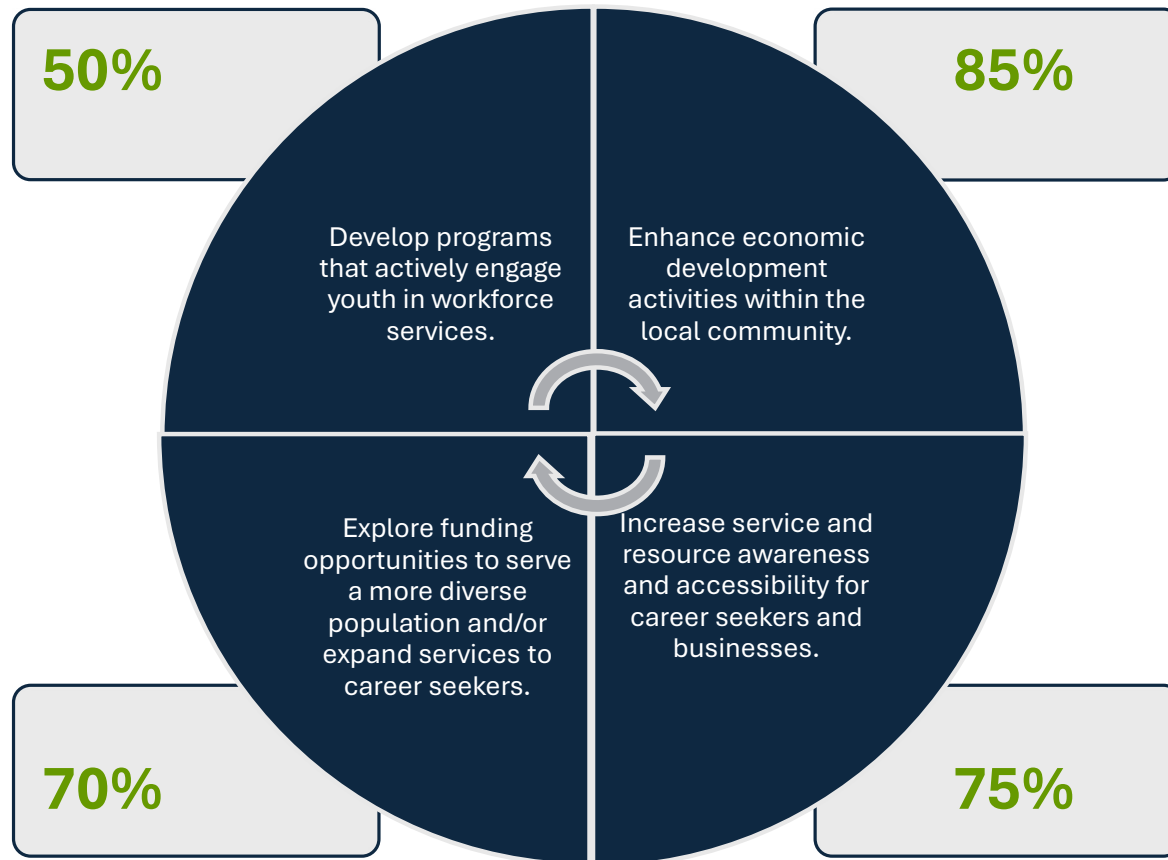
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STRATEGIC PLAN

2023-2028



Notice of Amendment

Memorandum of Understanding and Infrastructure Funding Agreement

Local Workforce Development Area: TENCO

Attachment E of the Memorandum of Understanding shall be amended to remove Adult Education as a being “Contracted Services On-Site Part-Time” at the Kentucky Career Center in Ashland.

By signing below, all parties mutually agree to the terms prescribed herein.

Chief Elected Official

Printed Name & Title

Signature Date

LWDB Chairperson

Printed Name & Title

Signature Date

***TENCO Administrative Entity/Fiscal Agent
Workforce Innovation and Opportunity Act***

Printed Name & Title

Signature Date

Department for Community-Based Services

Printed Name & Title

Signature Date

Kentucky Labor Cabinet (Wagner Peyser, Migrant and Farmworker, Unemployment Insurance, Trade, Jobs for Veterans)

Printed Name & Title

Signature Date

Kentucky Office of Vocational Rehabilitation

Printed Name & Title

Signature Date

Title V

Printed Name & Title

Signature Date

Printed Name & Title

Signature Date

Community Service Block Grant

Printed Name & Title

Signature Date

Printed Name & Title

Signature Date

Carl Perkins Career and Technical Education

Printed Name & Title

Signature Date

Native American Programs

Printed Name & Title

Signature Date

Kentucky Office of Adult Education

Printed Name & Title

Signature Date

Printed Name & Title

Signature Date

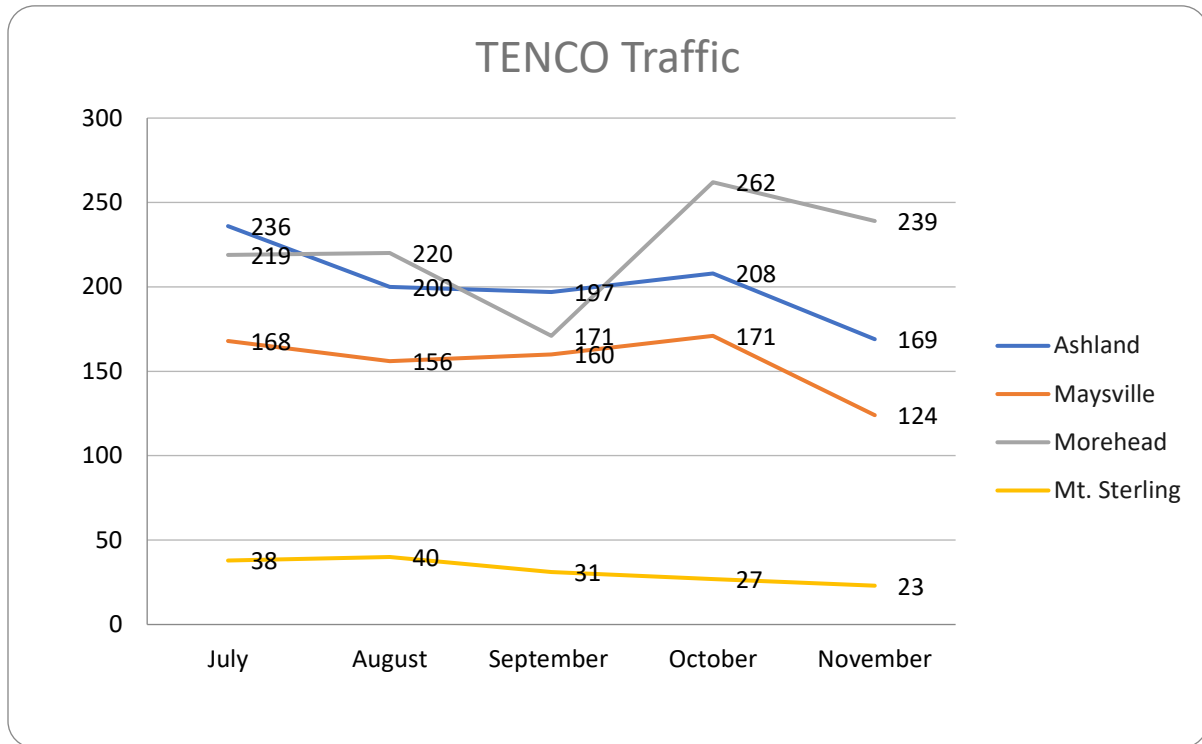
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Signature Date

**Kentucky Career Center – TENCO
Customer Traffic Data – FY '25**



TENCO	July	August	September	October	November
Employment Services - RESEA	30	28	28	20	33
Employment Services - Job Search/App	117	104	107	129	109
UI - File Claim	144	109	85	143	122
UI - Request Benefits	64	59	44	34	45
UI - Other	73	61	68	56	73
Training (WIOA)	81	99	66	69	66
OVR	34	30	18	19	9
Job Fair	9	11	13	33	1
Drug Court	64	71	75	69	38
Veteran's Services	3	4	2	7	8
Partner/Visitor	19	20	38	51	25
Workshop	23	20	15	38	26
TOTAL	661	616	559	668	555

Kentucky Career Center – TENCO
Customer Traffic Data – FY '25

ASHLAND	July	August	September	October	November
ES - RESEA	17	10	13	11	10
ES - Job Search/App	52	45	44	58	42
UI - File Claim	56	39	39	36	49
UI - Request Benefits	12	17	13	2	7
UI - Other	37	26	35	22	25
Training	28	35	24	21	15
OVR	0	0	0	1	0
Job Fair	9	11	6	16	1
Drug Court/Other	0	0	0	0	0
Veteran's Services	1	3	1	6	6
Partner/Visitor	10	7	17	15	9
Workshop	14	7	5	20	5
TOTAL	236	200	197	208	169

MAYSVILLE	July	August	September	October	November
Employment Services - RESEA	0	0	0	0	0
Employment Services - Job Search/	10	13	8	18	21
UI - File Claim	16	7	8	9	6
UI - Request Benefits	18	12	9	9	8
UI - Other	1	4	3	3	1
Training	24	19	36	43	37
OVR	33	27	16	12	5
Job Fair	0	0	0	0	0
Drug Court	64	71	75	69	38
Veteran's Services	0	0	0	0	0
Partner/Visitor	0	1	3	1	3
Workshop	2	2	2	7	5
TOTAL	168	156	160	171	124

MOREHEAD	July	August	September	October	November
Employment Services - RESEA	13	18	15	9	23
Employment Services - Job Search/App	51	41	50	51	43
UI - File Claim	59	55	29	83	60
UI - Request Benefits	24	15	12	18	19
UI - Other	33	24	27	29	46
Training	22	40	2	4	13
OVR	1	3	2	6	4
Job Fair	0	0	7	17	0
Drug Court	0	0	0	0	0
Veteran's Services	0	1	1	1	2
Partner/Visitor	9	12	18	35	13
Workshop	7	11	8	9	16
TOTAL	219	220	171	262	239

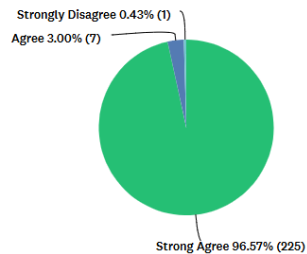
Mt. Sterling	July	August	September	October	November
Employment Services - RESEA	0	0	0	0	0
Employment Services - Job Search/App	4	5	5	2	3
UI - File Claim	13	8	9	15	7
UI - Request Benefits	10	15	10	5	11
UI - Other	2	7	3	2	1
Training	7	5	4	1	1
OVR	0	0	0	0	0
Job Fair	0	0	0	0	0
Drug Court	0	0	0	0	0
Veteran's Services	2	0	0	0	0
Partner/Visitor	0	0	0	0	0
Workshop	0	0	0	2	0
TOTAL	38	40	31	27	23

Kentucky Career Center – TENCO Customer Satisfaction Data – FY '26 Oct.-Nov.

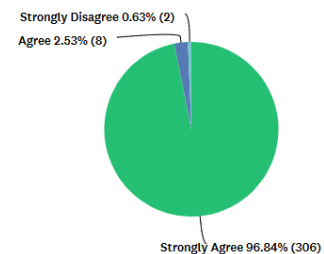
Survey Responses

I was treated courteously and professionally by all Career Center staff. The Career Center staff was knowledgeable about their services.

Answered: 233 Skipped: 0

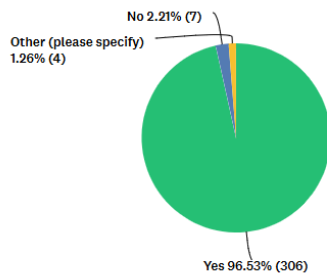


Answered: 316 Skipped: 1



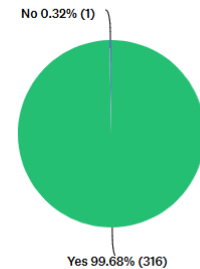
Did you get what you came to the Career Center for?

Answered: 317 Skipped: 0



Would you return for our services and recommend them to others?

Answered: 317 Skipped: 0



Service Comments

"The staff is amazing and took no time to get me and answer my questions and concerns."

KCC - Morehead

"Bryanna is the best. Always helpful and nice."

KCC – Mt. Sterling

Customer Satisfaction Interviews

Customer 1 – KCC – Mt. Sterling

"You know, I always come here and work with Bryanna. She knows exactly who I am and what I usually need help with. I appreciate that about her."

Customer 2 – KCC – Maysville

"Katrina has helped me with my resume. I didn't even realize it was in such bad shape. I've been able to use it for multiple applications."



TENCO WORKFORCE DEVELOPMENT BOARD

2026 Meeting Schedule

February 25

May 20

October 21

December 16



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Team TENCO



TENCO

Workforce Development Board

Workforce Innovation and Opportunity Act

Youth Employment Program

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

Contract Period: April 15, 2026 – August 31, 2027

Program Period: April 15, 2026 – August 31, 2026

Follow-Up Period: September 1, 2026 – August 31, 2027

SERVING THE COUNTIES OF:

*Bath, Boyd, Bracken, Fleming, Greenup,
Lewis, Mason, Montgomery, Robertson, Rowan*

Date Issued: December 23, 2025

Submission Deadline: January 27, 2026

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**TENCO WORKFORCE DEVELOPMENT BOARD
TENCO YOUTH COMMITTEE
YOUTH REQUEST FOR PROPOSAL**

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 in-school and out-of-school youth ages **16– 24** with locating and retaining self-sustaining employment and/or enrolling into post-secondary training by providing the following activities:

Leadership and Employment Preparation

Paid Work Experience

Financial Literacy

Occupational Exploration/Labor Market Information

Transition into Post-secondary

Educational Component Relevant to the Work Site Responsibilities

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.

The proposal may include staff to oversee and provide direct services, staff travel, space/utilities, wages for youth, necessary staff and participant supplies, incentives for youth, and indirect/shared costs (if applicable).

- **Contract period: April 15, 2026 – August 31, 2027. This timeline includes program and follow-up services.**
- **Personnel costs are considered staff salary, fringe, travel, staff supplies, space/utilities, and indirect/shared. These costs are allowable; However, the expectation is to maximize the amount of funds provided directly to youth through work experience wages and incentives.**
- **In-school youth shall not exceed 20% of the total number of youth requested in the proposal. In-school youth must either be a rising high school senior or an individual attending post-secondary training.**
- **Youth wages can only be paid for work experience activities. Youth wages cannot be paid for workshop attendance.**

- Youth shall be paid at an amount no less than \$9.25 but no more than \$10.00 per hour for work experience activity. Bidders may request any wage within that range in the proposal. The wage selected will be the wage provided to all participants provided services under the contract that would be established if the proposal is approved. Please be cognizant of the starting wages of businesses/organizations that may be partnered with for work experiences so that the Youth Employment Program is not in competition with and harming local businesses.
- All contracts must pay FICA and Workers Compensation for the youth.
- Contractors may begin hiring designated contract personnel and personnel may begin working on recruitment, documentation, and data entry, as well as receive necessary trainings, as of April 15, 2026, but no services may be provided to potential participants until they are individually approved for eligibility by a TENCO administrative staff member. Participant enrollments for the base program year will be approved in order of submission as of May 1, 2026
- Once a participant is approved by a TENCO administrative staff member, their work experience and other services, such as orientation and workshops, may begin. However, all paperwork necessary for youth enrollment into WIOA Youth programming must be submitted by close of the first business day in August. Enrollment applications for youth will not be accepted after that day, and interested youth should instead be referred to services with one of our year-round WIOA programs. All youth, regardless of when they enroll in the program, must have the opportunity to complete allocated work experience hours and workshops within the contract timeframe.
- **Completion of Services:** Contractors will complete all participant services and/or refer participants to enrollment in a WIOA partner program for additional services no later than August 31, 2026.

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 (see definition on page 26) 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, including but not limited to post-secondary,
2. Is age 16-21;
3. Low-income and meets one of the following criteria:
 - Basic skills deficient (see definition on page 26)
 - 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). Only 5% of enrolled in-school youth may have 'Requires Additional Assistance' as a barrier.
 - Individuals who are enrolled in post-secondary and on a "summer break" is defined as an in-school youth.

****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. A high poverty area is defined as 25% or greater. The U.S. Census bureau provides information on the designations of high poverty areas: <https://data.census.gov/profile/>. High poverty information can be searched by county, city or zip code.**

REQUIRED PROGRAM ELEMENTS

Listed below are required WIOA youth elements and activities, which according to the WIOA must be made available to all youth consistent with their individualized assessment. Elements/activities may be available directly through this program or through referral to an outside community agency/entity that provides these services.

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

1. **Paid work experience** – Subsidized work opportunities in a public, private, for-profit or non-profit organization, or business;
2. **Financial Literacy Education** – Lessons on budgeting, completing timesheets, understanding paystubs, and reconciliation of bank accounts
4. **Occupational Component/ Labor Market Information** – Guidance in high-demand occupations, one-stop career center services, career exploration
5. **Transitioning to post-secondary education** – Financial aid assistance, post-secondary enrollment, scheduling classes, and, etc.
6. **Leadership/Employment Preparation** – Problem-solving, teamwork, communication, completing applications, interviewing skills, and employer expectations.
7. **Educational Component** – Educational skills necessary to perform their job responsibilities at

the work site. Examples include a safety class, taking measurements, counting money, horticulture, technology, reading and following directions, and etc.;

8. **Basic Skills Assessment** – An instrument must be utilized that is valid and appropriate for the target population and measures reading and math competency. A prior assessment may be used if conducted within the past 3 years (there are some exceptions to this timeframe; please review the definition on page 26 for full details). Assessments utilized to determine skill levels may include but are not limited to: grades from high school or post-secondary institutions, ACT, TABE, etc. If a youth is classified as in-school, an instrument that produces a grade level equivalency must be utilized. In-school youth that are basic skill deficient (8.9 or below in reading or math) must receive basic skill instruction and be post-tested prior to the end of the program.
9. **Follow-up Services**- Youth must be contacted at least once per quarter and receive follow-up services as appropriate (e.g. job recommendations, Career Center referrals, post-secondary assistance provided either directly or through referral, etc.) for a minimum of 12 months after exit from the program. Some participants may need intensive services and assistance more often than once per quarter and it is encouraged that they are contacted/assisted as needed. Reports and necessary documentation will also be due to the TENCO Administrative Staff at the end of each quarter. The quarters will be as follows: Q1 – October-December 2026; Q2 – January-March, 2027; Q3 – April-June, 2027; Q4 – July-September, 2027. These reports and documentation are key to being eligible for future contracts. It is vital that bidders understand the importance of preparing youth participants for regular contact and that hired program coordinators maintain regular contact and rapport with youth participants after the program is over. Youth may need assistance in providing necessary documentation for follow-up reports.

ADDITIONAL ELEMENTS

The following elements may be provided by the contractor or through referral to other agencies.

1. **Tutoring and Study Skills Training**- Tutoring, study skills training, and instruction leading to school completion, including dropout prevention strategies
2. **Alternative Secondary School Services**- Participants may be referred for alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school and graduation.
3. **Occupational Skills Training**- Provides training funds for a specific field of study in a high growth in demand occupation, as designated by the TENCO Workforce Development Board.
4. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster**- An integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.
5. **Supportive Services**- Available depending on the needs of the youth and only if other sources of funding or services are not available to assist.
6. **Adult Mentoring**- Available to participants as a means of career exploration and personal development.

7. **Comprehensive Guidance and Counseling-** Intensive guidance and counseling related to career exploration, personal counseling, financial counseling, and goal setting.
8. **Entrepreneurial Skills Training** - Available to participants to help educate and provide the skills and knowledge that are needed before embarking on self-employment.

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. Staff providing direct services to youth must do so in a flexible manner that does not restrict and/or give advantage. If multiple counties are identified, participants in each county must be served as equitably as possible. Travel throughout the counties served 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 Staff Job Responsibilities:

- Conduct outreach;
- Provide an orientation to all applicants including services available and program requirements;
- Refer non-eligible youth and/or youth who need additional services (elements) not provided through this contract to partner programs;
- Complete eligibility documents and data necessary to enroll individuals in the WIOA program;
- Assess the academic levels, employment history, 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 and complete a work site agreement for each youth (provided by TENCO);
- Assure all child labor and OSHA standards are met;
- Provide orientation of expectations to work site supervisors and participants;
- Complete a written evaluation of the job site (provided by TENCO);
- Obtain a written evaluation of the participant's work experience from the worksite supervisor;
- Monitor and document work experience activities and progress bi-weekly;
- Assist the business and/or participant if concerns or issues occur at the worksite;
- Completion of tax and W-2 forms;
- Maintain and approve time sheets of participants for payment;
- Provide payment of participant wages;
- Develop curriculum and facilitate workshops that include the required contract elements;
- Submit accurate eligibility, case management, completion, and invoicing documents in a timely manner as defined in the contract;
- Complete and document an education and occupational component for each participant;
- Ensure incentives provided meet the requirements in the contract;
- Ensure in-school youth who are basic skill deficient (8.9 or below in reading or math) receive basic skill instruction and are post-tested before the program ends; and

- Maintain an individual hard file for each youth to include documentation of program requirements and the youth's work experience.
- Complete follow-up services once per quarter for a year after youth have exited and report data back to TENCO Administrative Staff.

GENERAL INFORMATION

- Work experience participants cannot displace paid employees, nor be placed at a business that is in lay-off status.
- 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.
- A participant's workday cannot exceed 8 hours, a work week cannot exceed 30 hours and work experience cannot exceed 240 hours.
- Holidays are not paid for staff or youth participants.
- Participants are required to participate in the job preparation curriculum developed by the contractor. Youth may be exited from the program for non-participation.
- Eligibility Determination: Under WIOA legislation, all youth must meet eligibility criteria as defined in this RFP.
- Incentives are allowable for successful (defined in the proposal) completion of educational and/or employment goals. Incentives cannot exceed \$100.00 per goal with a maximum of \$400.00 allowed in total per participant.
- Staff may earn up to 40 hours per week but cannot exceed 640 hours of work; hours worked must be documented. Staff may have multiple roles/jobs within the contracting entity but only time used to perform WIOA Youth Employment Program services will be considered reimbursable. Staff must be available to customers (individuals and businesses) to document reimbursable hours. Holidays nor overtime will be reimbursed. Only staff designated in the contract will be allowed to charge time without prior approval.

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 the development and implementation of a curriculum that assists the local area in achieving the following performance rates. Contracts will be evaluated annually by the TENCO WDB based upon their performance outcomes. Failure to meet standards may result in denial of future proposals. The performance measures below are based on Program Year (PY) 2025 set rates. Please see next page.

COMMON MEASURES	NEGOTIATED RATE	DEFINITION
Employment Rate 2nd Quarter After Exit	71%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the second quarter after exit.
Employment Rate 4th Quarter After Exit	75%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the fourth quarter after exit.
Credential Attainment Within 4 Quarters After Exit* IN-SCHOOL ONLY	64%	<p>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.</p> <p>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.</p>
Measurable Skills Gain	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)

*In-school youth (whether in high school or postsecondary at the time of enrollment) will be expected to be able to obtain a credential within a year of exiting the Youth Employment Program to be successful in the Credential Attainment measure.

PROPOSAL GUIDELINES AND INSTRUCTIONS

A. General Guidelines:

The TENCO Workforce Development Board will award contracts for programs to operate a base period of April 15, 2026 – August 31, 2027.

B. 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 with the majority of WIOA funds utilized for participants.

C. 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.**

D. 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.

E. Questions Regarding the Proposal:

Questions concerning this proposal may be submitted to the TENCO WDB Director. All questions must be in writing via email and received by January 22, 2026 at 4:00 p.m.

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

Justin Suttles, TENCO WDB Director

E-mail: jsuttles@btadd.com

F. Submission of Proposals:

One original and four copies of the proposal shall be delivered by mail, courier, or in person to:

Buffalo Trace Area Development District

Attention: Justin Suttles, TENCO WDB Director

201 Government Street, Suite 300

Maysville, KY 41056

Proposals submitted for consideration shall be received no later than 4:00 p.m. EST January 27, 2026.

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, will be considered as unsolicited proposals and will not be reviewed.

“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.**

G. 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 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 a fully executed contract **April 15, 2026**.

H. 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.

I. 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 Committee 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.

J. 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 to 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.

K. Contract Award:

Contracts shall be awarded based on 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 documentation to support the expenditure required.

L. Time Frames:

TIMELINE	
a.	December 23, 2025 – RFP issued
b.	January 15, 2025 - Bidders Meeting, 10:00 am. at Buffalo Trace ADD
c.	January 22, 2025 – (4:00 P.M. EST) Written questions regarding RFP are due
d.	January 27, 2025 - (4:00 P.M. EST) RFP due to Buffalo Trace ADD
e.	February 2025 – Youth Committee Review
f.	February 25, 2025 – Workforce Development Board or Executive Committee – consideration of funding of proposals
g.	March 2025 – Contract negotiations and finalizations.
h.	April 15, 2025 – 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*

DRAFT

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

Program Operation: April 15, 2026 – August 31, 2026

PROGRAM SUMMARY

<u>Applicant Name &</u>	<u>Contact</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
Phone: <hr/>	Phone: <hr/>
State ID #: <hr/>	Fax: <hr/>
IRS ID #: <hr/>	E-Mail: <hr/>

Type of Agency:

- ☐ Private Non-Profit
☐ Private For-Profit
☐ Public Non-Profit
☐ Other

Project Name:

Place of Operation:

Total Funds Requested: \$

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 _____

The most recent 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: _____

DRAFT

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.

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:

<u>Evaluation Category</u>	<u>Points</u>
-----------------------------------	----------------------

General Program Operations	25
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Program Activities and Design	50
-------------------------------	----

Budget Narrative, Worksheet and Proposal	25
--	----

Bonus Points:

In-kind funding is at or above \$7,500.00	5
---	---

Proposal identifies services for multiple counties	5
--	---

Personnel costs are 25% or less of the requested amount	5
---	---

Successful Past performance	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
ADMINISTRATIVE BUDGET NARRATIVE

To complete the Proposal and Administrative Budget Narrative please use the provided document named "Narrative Document".

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

A. STAFF COSTS:

Salaries:

Position Title**	Hourly	Hours Total	
_____	\$ _____	X _____	= \$ _____
_____	\$ _____	X _____	= \$ _____
_____	\$ _____	X _____	= \$ _____

Position	Hourly	Hours/Qtr	QTR's	
Follow-Up _____	\$ _____	X 10 hrs per QTR	X 4	= \$ _____

**** Please list all positions charging to this grant separately.**

Staff Salaries Subtotal = \$ _____

Fringe

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

Staff Travel Costs*

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

Total Miles _____ X _____ .43** (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

Name of Facility/Address	Cost/Mo	X # Mos.	X % WIOA Usage	=	Cost
_____	_____	_____	_____	=	\$ _____
_____	_____	_____	_____	=	\$ _____

Facility Subtotal \$ _____

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

C. MATERIALS/SUPPLIES:

General Office Materials/Supplies
Staff Supplies: An itemized list needs to be included of all anticipated purchased materials and supplies, cost of each supply, alongwith percent (%) of WIOA usage).
GENERAL OFFICE MATERIALS/SUPPLIES TOTAL \$ _____

D. WORK EXPERIENCE

Paid Work Experience/Summer Employment Wages (Cannot Exceed 30 hours/Week) (Work Experience Hours cannot exceed 240)				
# Of Participants	Hourly Wages	Total # hours	= Total Wages	
_____ X	_____ X	_____	= \$ _____	
Participant Fringe				
1. FICA @ .0765 x \$ _____ (Total Wages) = \$ _____				
2. Worker's Compensation _____ rate x total wages = \$ _____				
Participant Fringe Subtotal				= \$ _____
Participant Work Experience Supplies				
# of Participants	X	Cost of projected work supplies	=	Costs
_____	X	_____	=	\$ _____
WORK EXPERIENCE TOTAL = \$ _____				

E. INCENTIVES

Incentives

of Participants _____ X Incentive Amount _____ = \$ _____

INCENTIVES TOTAL = \$ _____

F. INDIRECT COSTS:

Indirect costs: (include cost allocation plan or summary explaining

Rate% _____ of _____ (direct salaries, program operations, etc.) = Cost = \$ _____

INDIRECT COSTS TOTAL \$ _____

G. OTHER:

Other allowable costs not covered in previous sections (e.g. profit)

Bidder will need to define what "Other" is and explain any costs associated with it, as well as create your own formula to present how you reached your "Other Costs Total."

OTHER COSTS TOTAL \$ _____

TOTAL REQUEST* \$ _____

*Add all total costs from sections A through G together. Please ensure that totals in all sections are accurate before calculating and entering the total request.

Restrictions on Amounts Requested:

- 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 equipment purchases 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

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.

Basic Skill Deficient: TENCO WDB Local Area Definition of Basic Skill Deficient is as follows: A youth, adult, and dislocated worker may be considered “basic skill deficient” if they cannot compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual’s family or in society. Unless specifically identified in a contract, Career Counselor’s may use the following instruments to determine basic skill deficiency. The list also provides the timeframe of how old an assessment can be to be considered valid.

- High School Drop Out. At time of eligibility/enrollment.
- High school graduate, including alternative secondary school, with a cumulative GPA below 2.0. Documentation three years prior to eligibility determination and/or enrollment will be accepted.
- Post-secondary graduate with a cumulative GPA below 2.0. Documentation three years prior to eligibility determination and/or enrollment will be accepted.
- Enrolled in high school or post-secondary school with a current cumulative GPA of 2.0 or below.
- Scores at or below an 8.9 grade level in reading and/or math on a valid reliable standardized testing instrument, such as but not limited to the TABE. Documentation three years prior to eligibility determination and/or enrollment will be accepted.
- Scores 17 or below on the Reading and/or Math portion of the ACT. Documentation three years prior to eligibility determination and/or enrollment will be accepted.
- Is enrolled in an Adult Education and Family Literacy Act program including English as a Second Language at time of eligibility determination and/or enrollment.
- Has a deficiency in computing or solving problems, or reading, writing, or speaking English, as determined by the Career Counselor’s observations when conducting an interview and/or completion of documents at time of eligibility determination and/or enrollment determination.

Contract: A mutually binding legal relationship obligating 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 (42 U.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. Participation in the "Healthy Hunger – Free Kid's Act" cannot be used to determine eligibility.
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 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.

Measurable Skill Gains- Measures the % of participants who are enrolled as an in-school youth or are in an education or training program that leads to a recognized postsecondary credential or employment during a program year AND who are achieving measurable skills gains. It also includes participants in a work experience. Measurable skill gains are documented academic, technical, occupational, or other forms of progress towards such credential or employment.

Positive progress is defined as:

- 1) Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- 2) Documented attainment of a secondary school diploma or its recognized equivalent;
- 3) Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards;
- 4) Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones; or
- 5) Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks.

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.

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