

# **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.



<b>COMMON MEASURES</b>	<b>NEGOTIATED RATE</b>	<b>DEFINITION</b>
<b>Employment Rate 2<sup>nd</sup> Quarter After Exit</b>	71%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the second quarter after exit.
<b>Employment Rate 4<sup>th</sup> Quarter After Exit</b>	75%	Percentage of participants who are in unsubsidized employment or enrolled in education or training activities during the fourth quarter after exit.
<b>Credential Attainment Within 4 Quarters After Exit*</b>  <b>IN-SCHOOL ONLY</b>	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>
<b>Measurable Skills Gain</b>	50%	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment, and who are achieving measurable skill gains toward such a credential or employment through the program. (see definition)

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

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

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

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

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

**PROGRAM SUMMARY**

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

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

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**Project Name:** 

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**Place of Operation:** 

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**Total Funds Requested: \$** 

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**Number of In-School Youth:** 

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

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

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

**Cost Per Participant:**      \$ 

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**Percentage of Personnel Costs:** 

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**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: \_\_\_\_\_

## TENCO WORKFORCE DEVELOPMENT BOARD ASSURANCES

**A. Will the Proposed Program:**

- |  | <u><b>YES</b></u>        | <u><b>NO</b></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><b>YES</b></u>        | <u><b>NO</b></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.**

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*Authorized Representative*

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*Date*

---

*Authorized Representative/Typed*

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*Date*

---

*Title*

## **Proposal Evaluation Criteria:**

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

<b><u>Evaluation Category</u></b>	<b><u>Points</u></b>
General Program Operations	25
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 =
_____	_____		_____	= \$ _____
<b>Utilities Subtotal</b>				<b>\$ _____</b>
<b>SPACE/OFFICE COST TOTAL</b>				<b>\$ _____</b>

### 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
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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% \_\_\_\_\_ (direct salaries, program operations, etc.) = Cost  
\_\_\_\_\_ of \_\_\_\_\_ = \$ \_\_\_\_\_

**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.