

# TENCO Workforce Development Board

## Youth Employment Program

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REQUEST FOR PROPOSAL BIDDER'S MEETING

JANUARY 15, 2026

# Agenda & Housekeeping

## Agenda:

- Introductions .....Andrea Holbrook
- RFP Overview .....Andrea Holbrook
- Questions .....Open Discussion

# Purpose of RFP



Provide youth (ages 16-24) with the skills necessary to gain employment and/or enroll or complete occupational skills training.



Leadership and Employment Preparation



Financial Literacy



Occupational Exploration/Labor Market Information



Transition into Post-Secondary



Paid Work Experience



Educational Component Relevant to the Work Site Responsibilities



Follow-up Services

# Proposal Details

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**Contract Base Year:** April 15, 2026 - August 31, 2027

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

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**Eligibility Submissions May Begin:** May 1, 2026

**Eligibility Submission Final Date:** August 3, 2026

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**Follow-up Activity:** Quarterly

October 1, 2026 – August 31, 2027

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**Counties Covering:** Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson and Rowan

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**Maximum amount available:** \$500,000

# Eligible Out-Of-School Youth

Is not attending any school (as defined under the State law)  
**and**

Is age 17 – 24 **and**

Has one or more of the following barriers to employment:

- School drop-out;
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- A recipient of a secondary school diploma or its equivalent who is **low-income and is basic skills deficient** or an English language learner;
- An offender who has been subject to the juvenile or adult justice system;
- A homeless individual, a homeless child or youth, or a runaway;
- Individual who is pregnant or parenting
- Individual with a disability;

# Eligible Out-Of-School Youth Continued

An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;

“SEC. 477. [42 U.S.C. 677] (a) PURPOSE.—The purpose of this section is to provide States with flexible funding that will enable programs to be designed and conducted—

- (1) to support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services...
- (4) to provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age (or 23 years of age, in the case of a State with a certification under subsection (b)(3)(A)(ii) to provide assistance and services to youths who have aged out of foster care and have not attained such age, in accordance with such subsection) to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood...”
- [https://www.ssa.gov/OP\\_Home/ssact/title04/0477.htm](https://www.ssa.gov/OP_Home/ssact/title04/0477.htm)

# Eligible Out-Of-School Youth Continued

A low-income individual who requires additional assistance to complete an educational program and/or secure and retain employment

The state has defined “requires additional assistance to complete an educational program, or to secure and hold employment” as:

- 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 or more subjects during the prior two years of school attendance; or one or more parent lacks high school diploma/GED.

# Eligible In-School Youth

No more than 20% of all youth served may be in-school. In-school youth must be high school seniors or attending post-secondary training.

Attending any school, high school or post-secondary; and

Is age 16-21; and

Low-income; and meets one of the following criteria:

- Basic skills deficient
- English language learner
- An offender
- Homeless
- Runaway
- In foster care
- Eligible for assistance under section 477 of the Social Security Act
- Pregnant or parenting
- Individual with a disability
- Individual who requires assistance to complete an educational program and/or secure and retain employment (**Law only allows 5% of the total in-school youth enrolled to have this barrier**)



# In-School and Out-of-School Youth Eligibility continued...

Low income can be a youth who receives SNAP, KTAP, Supplemental Security Income, or meets income guidelines as established by the Lower Living Standard Income Level.

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. For this to be allowed as the income determination, the individual themselves being enrolled into a WIOA program must have applied for and qualified for free/reduced lunch.

Youth who have attended post-secondary training during the last 6 months will be considered in-school youth unless documentation is provided to reflect graduation, overall failing grades with no intent to return to school, and/or an official withdrawal has been filed. Youth who is “in between” school years, such as summer break, is considered an in-school youth if they are enrolled to continue school in the fall.

## In-School and Out-of-School Youth Eligibility continued...

Youth who reside in a designated high poverty area (25%+) meets the definition for low income. High poverty areas can be counties, zip codes, cities, and census tracts all count as defined areas that can be high poverty. The U.S. Census bureau provides information on the designations of high poverty areas: <https://data.census.gov/>

- Bath: 28.5%
- Boyd: 19.9 %
- Bracken: 24.8% (can round up to 25%)
- Fleming: 26.1%
- Greenup: 17.1%
- Lewis: 27.1%
- Mason: 21.5%
- Montgomery: 17.6%
- Robertson: 35.2%
- Rowan: 28.6%

# Service Provider Responsibilities

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- Conduct Outreach
- Assess the customer's current educational status, past work history, goals, barriers, and strengths
- Determine eligibility
- Provide an orientation to program services
- Provide intensive case management to assist with barriers
- Make referrals to partnering agencies
- Develop, facilitate, and record participation in job preparation workshops
- Monitor and document work experience activities and progress bi-weekly
- Develop Work Site partnerships and complete worksite agreements
- Document academic and occupation link to job placement
- Ensure evaluations are completed for all worksites and participants
- Be the liaison between the worksite and the participant
- Review and approve timesheets of participants
- Pay participants
- Complete monthly invoicing
- Provide timely program documentation
- Complete quarterly follow-up services

**Staff must be available to participants and worksites through-out the duration of the project.**

# Assessment

Basic Contact and Personal Information

Educational Background

Employment History

Goals

Barriers to Participation

Strengths

Basic Skills (Reading & Math)

# Basic Skills Deficiency

Unless specifically identified otherwise 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.

# Basic Skills Deficiency Continued

- 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.**

# Example of Worksite Placements

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Secondary and Post Secondary Schools

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Health Departments

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Extension Office

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Libraries

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City

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Fiscal Court

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Area Development Districts

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KY Career Centers

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Housing Authorities

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Local Businesses

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Other

# Required Program Elements & Curriculum Development Examples

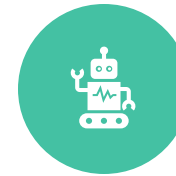
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**Leadership Development/Employment Prep:** Communication; Problem-Solving; Employer Expectations; Applications, Resumes, and Interviewing Skills; Job Search.



**Financial Literacy:** Taxes; Credit Scores, Reconciling Bank Accounts; Budgeting; Financial Responsibility.



**Occupational Exploration/Labor Market Information:** Awareness of high growth, high demand jobs in the local area; Awareness of services through the KY Career Centers.



**Transitioning to Post-Secondary Education:** Enrolling; Documents required; Choosing a Major; Financial Aid.



**Paid Work Experience:** Opportunities in a public, private, for-profit, or non-profit organization or business that incorporates academic and occupational learning.



**Educational Component Relevant to the Work Site Responsibilities:** Education skills necessary to perform their job responsibilities. Ex. Safety class, taking measurements, counting money, horticulture, technology, reading and following instructions, etc.



# Work Experience Educational and Occupational Component



Work Experiences must include academic and occupational components. The academic and occupational education includes the information necessary to understand and work in specific industries or occupations. These components can be provided by the worksite, through workshops, and/or training providers. These components **MUST** be documented.



**Example:** Youth worksite is in maintenance.

Occupational Component could be learning about the occupations in skilled trades sector (Industrial Maintenance, HVAC, Electrical).



**Example Continued:** Academic Component could be OSHA, Measurements, Reading blueprints, First Aid/CPR, etc.

## Follow-Up Youth Services

Starts after exit

Conducted at least once per quarter

Consists of assistance with employment and education

Follow-up is completed and reported for four quarters

Contracts are allotted funds for a maximum of 10 hours per quarter to complete follow-up

All follow-up should end by August 31, 2027

# Elements Provided Through Referral to Outside Entities

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Tutoring and Study Skills Training

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Alternative School Services

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Occupational Skills Training

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Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

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Supportive Services

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Adult Mentoring

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Comprehensive Guidance and Counseling

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Entrepreneurial Skills Training

## General Information

Work experience participants cannot displace or cause layoffs of paid employees.

Worksites cannot include gambling establishments, pool or billiard room, aquarium, zoo, golf course, and/or swimming pools.

Participants placed in subsidized work experience activities are considered employees of your organization, not the worksite.

Be familiar with hiring restrictions before submitting a proposal, as youth in WIOA programs may have barriers to employment such as delinquency.

## General Information Continued

All contracts established through this procurement process will be a reimbursement contract with monthly invoicing.

Under WIOA legislation, all youth must meet eligibility criteria as defined in the RFP **prior** to starting any service. Work experiences or other funded services provided to participants before they have been individually approved for eligibility will not be reimbursed.

Contract holder and work experience business partner must follow Kentucky (Child) Labor Laws.

# General Information for Youth

Youth must be paid in a range of \$9.25-\$10.00 per hour. The amount proposed for your contract is what it will be for each participant; each participant cannot receive a different wage. You also cannot be in competition with the businesses you partner with, so consider you're lowest paying business partner when selecting participant wage.

Holidays nor overtime are allowable expenditures for youth

Youth cannot exceed 8 hours of work per day or 30 hours within a week

An individual's work experience cannot exceed 240 hours total without TENCO administrative approval in writing and will be approved on a case-by-case basis per participant.

# General Information for Youth Continued

FICA and Workers Compensation must be paid for all youth

Youth wages can only be paid for work experience activities. Youth wages cannot be paid for workshop attendance.

All paperwork necessary for youth enrollment into WIOA Youth programming must be submitted by close of the business day on August 3, 2026. 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 experience hours and workshops within the contract timeframe.

- Example: If they get enrolled on July 31<sup>st</sup>, they will only feasibly be able to complete about 120 hours, so that is the total that should go on their training plan.

# General Information for Youth

Incentives (not to exceed \$100.00 per goal; maximum \$400) are allowable. Goals must be educational and/or employment focused. Examples of goals include, but are not limited to:

- Orientation Incentive: Participant engages in an orientation workshop about how their work experience will work and signs the work experience training plan to earn incentive for \$100.
  - This incentive allowance was created with the intent to help them afford gas money for their first days of work.
- Academic Component Incentive: Completing a workshop on financial literacy and a workshop on the transition to post-secondary education for \$50 each (\$100 total).
- Occupational Component Incentive: Completing a workshop on Labor Market Information/Occupation Exploration and a workshop on leadership development/employment preparation for \$50 each (\$100 total).
- WEX Evaluation: Receiving an 80% or higher from WEX supervisor on their post evaluation for \$100.



# General Information for Staff

Holidays nor overtime are allowable expenditures for staff and/or youth

Staff may earn up to 40 hours per week but cannot exceed 640 hours of work; this may be negotiated based on number of youth served and number of staff employed through the contract

Staff cannot incur costs prior to April 15, 2026 nor after August 31, 2026, except for quarterly follow-up.

Staff may have multiple roles/jobs within the contracting entity but will only charge documented WIOA time to TENCO for reimbursement.

Only staff designated in the contract will be allowed to charge time without prior approval.

COMMON MEASURES	NEGOTIATED RATE	DEFINITION
Employment/Education Rate 2 <sup>nd</sup> 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/Education Rate 4 <sup>th</sup> 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  <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>
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.

# WIOA Performance Outcomes

# Follow-Up Reporting

It is highly encouraged that program staff create rapport with participants, as well as emphasize to participants from the beginning of the program and up until exit, the importance of providing necessary information and documentation each quarter even though they are no longer actively receiving WEX services

- These reports determine how many positives versus negatives are received on performance measures both per contract and for TENCO youth programming as a whole
- For repeat bidders, the Youth Committee reviews previous year/s performance

Follow-up is not just gathering performance data

- The goal for all WIOA youth programming is employment and/or post-secondary education for participants, especially by their 2<sup>nd</sup> quarter of follow-up
- More intensive services (regular check ins, service referrals, career/job counseling, job referrals, etc.) may be needed for participants who are not employed or in education

# Follow-Up Timeline

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**October 1, 2026** –  
Quarter 1 Follow-up  
begins

**December 31, 2026** –  
Quarter 1 Ends

**January 7, 2027** – Quarter  
1 Reports Hard Due Date

**January 1, 2027** – Quarter  
2 Follow-up begins

**March 31, 2027** – Quarter  
2 Ends

**April 7, 2027** – Quarter 2  
Reports Hard Due Date

**April 1, 2027** – Quarter 3  
Follow-up begins

**June 30, 2027** – Quarter 3  
Ends

**July 7, 2027** – Quarter 3  
Reports Hard Due Date

**July 1, 2027** – Quarter 4  
Follow-up begins

**August 31, 2027** –  
Quarter 4 Reports Hard  
Due Date

- Follow-Up is to be completed within one year of program end

# Allowable Expenses

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## Personnel Costs

- Wages and Fringe
- Staff Travel
- Space/Utilities
- Staff Supplies
- Indirect/Shared

## Participant Costs

- Wages and Fringe
- Required Work Supplies
- Incentives

Remember, the expectation is to maximize the amount of funds provided directly to youth through work experience wages and incentives.

# Proposal Specifics

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Provide a fair representation of the services offered

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Answer each question completely and ensure the program design is detailed

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Two separate narratives are required: Administrative Budget and Proposal

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In-kind services should be clearly listed in the Budget Narrative, and not throughout the budget

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Include attachments, as requested

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Detailed Line-Item Budget

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Copies needed: 1 original + 4 copies

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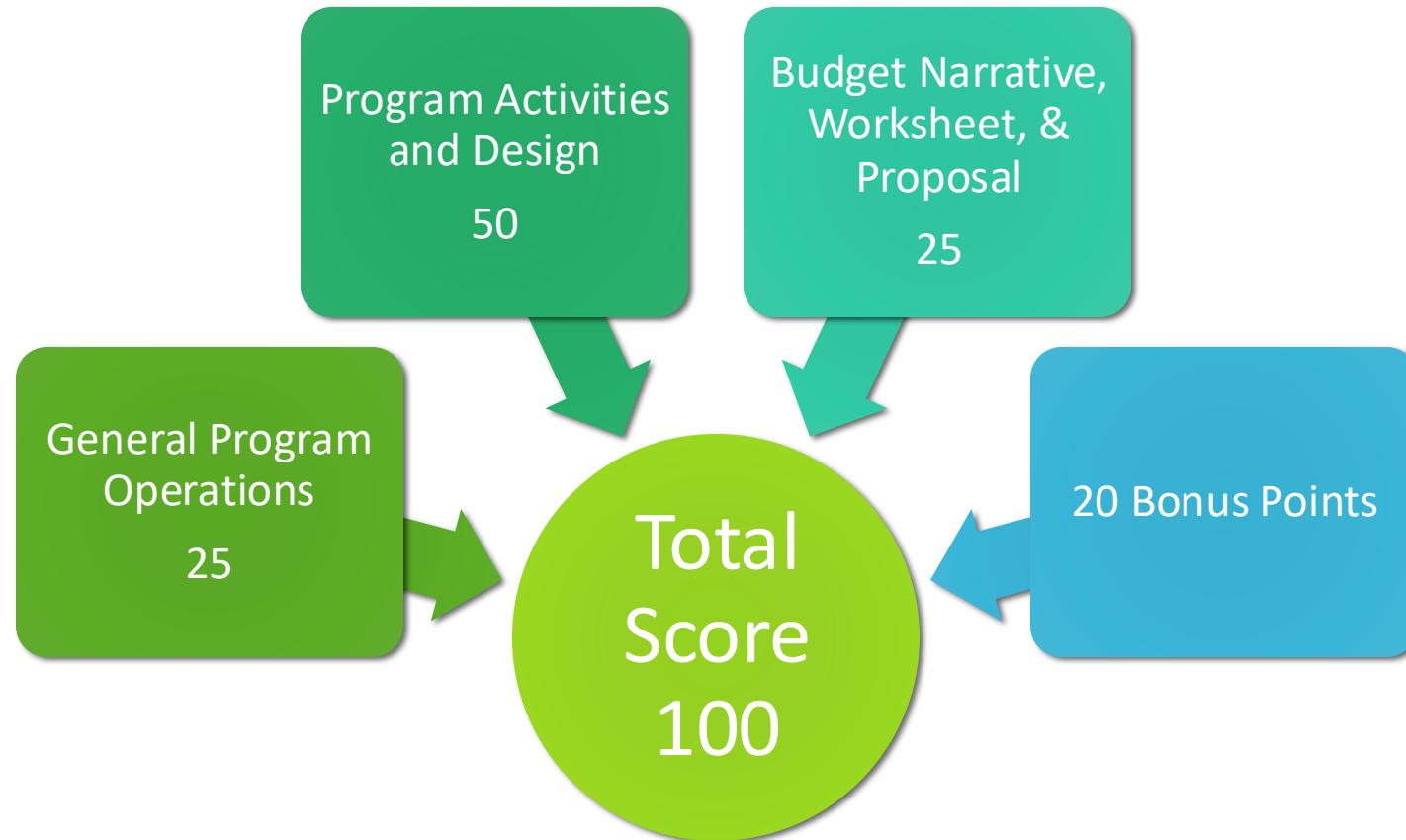
**DUE DATE: January 27, 2026, 4:00 PM EST to BTADD**

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Faxed or emailed proposals will NOT be accepted.

# How Will My Proposal Be Scored?

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<b>In-kind funding is at or above \$7,500.00</b>	<b>5</b>
<b>Proposal identifies services for multiple counties</b>	<b>5</b>
<b>Personnel costs are 25% or less of the requested amount</b>	<b>5</b>
<b>Successful Past performance</b>	<b>5</b>

## Bonus Points

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# Narratives and Budget Proposals

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## Proposal Narrative

- Experience/Performance
- Location
- Staff Selection
- Program Need
- Outreach/Recruitment
- Elements/Activities Curriculum
- Partnerships
- Worksite Selection
- Incentive Plan
- Evaluating Success
- Fiscal Experience

# Proposal Narrative Changes

General layout has changed to where most questions have question subsets separated out with A, B, C, D, etc.

## 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.)

[\[Click or tap here to enter text\]](#)

## 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.

[\[Click or tap here to enter text\]](#)

## 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.

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...Continued on Next Page...

# Proposal Narrative Changes Continued: Question # 1

## **Previously it said:**

1. Describe your organization's experience and performance in providing job readiness services for youth. (Maximum 1 page).

## **It now says:**

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.

*The questions are continued on the next slide.*

# Proposal Narrative Changes: Questions # 1 Continued

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)

# Proposal Narrative Changes Continued: Question # 5

## 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:

- In-School Youth
- Out-of-School Youth
- Worksites
- 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.

# Proposal Narrative Changes Continued: Question # 8

## **Previously it said:**

8. Explain how worksites will be selected for participants.

## **It now says:**

8. Worksite Selection

ANSWER BOTH PARTS – A and B.

- 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.
- Explain how you will select which worksites you will place participants at.

# Proposal Narrative Reminders

ADA Compliance: 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.)

Partnership List: Information provided should be up to date with current personnel and contact information.

Position Information: 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.)

# Budget Narrative Reminders

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

**A. STAFF COSTS:**

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

Don't forget that the format was changed last year on staff salaries. We moved from a maximum amount of billable weeks to a maximum amount of billable hours. The maximum amount is 640 hours per staff person.

**Example 1:**

Program Director: \$20/hr x 640 = \$12,800

Program Co-Director: \$20/hr x 400 = \$8,000

**Example 2:**

Program Director: \$25/hr x 640 = \$16,000

Program Assistant: \$20/hr x 640 = \$12,800

Payroll Clerk \$20/hr x 80 = \$1600



# Budget Narrative Reminders Continued

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Participant Travel Reimbursement or Cost Coverage is not an allowable cost that can be accepted in a proposal. There is no section in the budget narrative that accounts for it, and it cannot be added under any other section, such as the Indirect Costs or Other sections. Travel reimbursements are only allowable for salaried staff indicated in the proposal and contract. The incentives participants can earn are intended to assist them with affording travel costs until they can earn their first paycheck. Transportation limits will need to be kept in mind when enrolling participants.

Salaried staff can include those outside of the ones directly providing services to participants under the contract. For example, your payroll personnel could be reimbursed for their time working on invoicing for the Youth Employment Program. However, worksite supervisors, whether they are employed by the bidding institution or not, cannot be considered salaried staff under any contracts that may be awarded. For example, it is common practice for participants to work with the maintenance departments of our bidding institutions; those maintenance staff members cannot be paid for their time acting as a worksite supervisor. Any money given to them as a wage and/or stipend specifically for their time as worksite supervisor would not be reimbursed through a TENCO/BTADD contract.

# Narratives and Budget Proposals

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## Administrative Budget Narrative

- Contact Information
- Equal Opportunity
- In-Kind Services
- Audit
- Shared/Indirect Costs
- Payroll

# Timeline

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**December 23, 2025** – RFP issued

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**January 15, 2026** – Bidders Meeting, 10:00 a.m. at Buffalo Trace ADD

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**January 22, 2026** – (4:00 P.M. EST) Written questions regarding RFP

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**January 27, 2026** - (4:00 P.M. EST) Proposal due to Buffalo Trace ADD

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**February 2026** – Youth Committee review

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**February 25, 2026** – Workforce Development Board or Executive Committee -consideration of funding of proposals

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**February 26 - April 14, 2026** - Contract negotiations and finalizations

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**April 15, 2026** – Contract activities begin (hiring staff, participant recruitment, training, documentation, etc.)

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**May 1, 2026** – Eligibility packets can begin being submitted for approval

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**August 3, 2026** – Last day to enroll participants in program

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**August 31, 2026** – Last day of program operations

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**October 1, 2026** – Quarter 1 Follow-up begins

# Written Questions

**Due By: January 22, 2026, 4:00 PM**

Justin Suttles

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Buffalo Trace Area Development District

201 Government Street, Suite 300

P.O. Box 460

Maysville, KY 41056

Phone: 606-564-6894



Thank You  
For Your Time

Questions?

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