

TENCO

Workforce Development Area

Workforce Innovation and Opportunity Act

Out-of-School or Combination Out-of-School and In-School Proposal Title I Youth Program Services Request for Proposal

Base Year: July 1, 2015 – June 30, 2016
Renewal Option Year One: July 1, 2016 – June 30, 2017
Renewal Option Year Two: July 1, 2017 – June 30, 2018

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

Date Issued: March 10, 2015
Submission Deadline: April 13, 2015

Table of Contents

Purpose.....	3
Eligible Youth.....	3
Target Population.....	4
Required Program Activities.....	5
Service Provider Responsibilities.....	11
Program Design.....	12
Performance Outcomes.....	13
Proposal Guidelines and Instructions.....	14
Timeline.....	17
Program Summary Attachment.....	19
Assurances.....	21
Union Concurrence.....	22
Drug-Free Workplace Requirements Certification.....	23
Certification of Current Cost or Pricing Data.....	25
Evaluation Criteria.....	26
Proposal Narrative.....	27
Administrative Budget.....	30
Staff Job Description.....	31
Detailed Budget Proposal.....	32
Workforce Development Act Definitions.....	37

**TENCO WORKFORCE DEVELOPMENT BOARD
TENCO YOUTH COUNCIL
YOUTH REQUEST FOR PROPOSAL
Program Operation: July 1, 2015 – June 30, 2016**

GENERAL OVERVIEW

The TENCO Workforce Development Board (WDB) and Buffalo Trace Area Development District, administrative entity for TENCO Workforce Innovation and Opportunity Act (WIOA), are soliciting proposals from qualified organizations for the operation of federally funded WIOA youth employment and training programs in accordance with the WIOA of 2014 (P.L. 113-128). The purpose of this Request for Proposal is to prepare low-income, at-risk youth ages 16 – 24 for educational and employment attainment, through a comprehensive year round program. Youth served will be recruited from the following counties: Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson, and Rowan. Proposals submitted are encouraged to serve youth in multiple counties or school districts. 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.

Proposals may be written for Out-of-School programs or an In-School/Out-of-School combination program, see definition. **Proposal emphasis should be on serving Out-of-School youth.** A proposal indicating services only for in-school youth will not be considered. The proposal must demonstrate the capacity and provision of a year round, 12-month program.

- **The maximum amount to request for this RFP is \$150,000.**

The contract period will be from **July 1, 2015 through June 30, 2016**. There will be an option to renew the contract annually through 2018. Renewal will be based on performance, monitoring results and availability of funds. Contracts resulting from this RFP shall be cost reimbursement via a line-item budget.

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)
2. Is age **16-24**
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 recognized equivalent who is a low-income individual (see definition) that is:
 - Basic skills deficient (see definition).
 - English language learner
 - An individual who is subject to the juvenile or adult justice system;
 - Homeless;

- Runaway;
- Foster Child;
- A child eligible for assistance under section 477 of the Social Security Act;
- In out-of-home placement;
- 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).

Eligible **In-School Youth** is defined as an individual who:

- Attending school;
- 16 – 21;
- 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 additional assistance to complete an educational program and/or secure and retain employment (see definition)

****For the purpose of this subsection, the term “low income”, used with respect to an in-school youth, also includes a youth receiving free lunch.**

****Secondary school participants must be classified as seniors at time of enrollment into WIOA services.**

TARGETED POPULATION

The proposal must reflect a program that serves youth in each of the following categories:

- Not currently attending post-secondary training, nor currently employed; and
- Seeking a credential – secondary, post-secondary, GED, occupational certificate/diploma or
- Seeking employment only

It is recommended that bidders evaluate the youth and the community need for such a program as proposed to ensure that enrollment and performance outcomes (page 13) are attainable.

Proposals may serve any or all ages within the allowable 16-24 age range. Proposals may be written for an Out-of-School program or a combination of In-School and Out-of-School. TENCO is required to spend a minimum of 75% of total funds on Out-of-School projects. The awarding of contracts will be made to ensure the achievement of this requirement.

Proposals with an In-School component serving secondary school students must focus only on high school seniors.

REQUIRED PROGRAM ACTIVITIES

The proposal should reflect an activity-based and outcome focused program, that will provide or make available a comprehensive array of services to youth ages 16-24. Listed below are required WIOA youth activities, which must be made available to all youth consistent with their individualized assessment of needs. It is not necessary that all services be funded through the WIOA. TENCO WDB is seeking programs that coordinate services between organizations to meet the needs of eligible participants. This proposal should identify community partners that could assist in providing services to youth.

Required elements:

1. **Tutoring and Study Skills Training:** Tutoring, study skills training, and instruction leading to school completion, including dropout prevention strategies.

All participants will be evaluated to document a grade level to determine the need for basic skill instruction. Using a standardized testing instrument (TABE recommended), participants will be tested in math, reading, and language in order to calculate a grade level. The service provider must complete this pre-test within one week of the participant entering the program. Based on identification of need, (8.9 grade level or below) a referral or provision of basic skills instruction will be provided by the program. This activity shall lead to improvement in participant basic reading/language/math test scores and overall academic performance.

Service provider responsibilities would include referrals and/or administering testing which documents participant's grade level (TABE recommended), maintaining documentation of the services provided to increase grade level, documentation of pre/post test results, and referral/provision of and maintaining supporting documentation of other testing, such as career assessments, Compass, ACT, etc.

The WorkKeys assessment is required for the youth to take prior to enrolling in a work experience, which can be provided through the One-Stop Career Center, Adult Education, or TENCO. Identification of skill needs will be addressed through the contract.

2. **Alternative School Settings:** 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. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies. Within these alternative school settings, dropout recovery services must be implemented when appropriate.

Responsibilities include referrals and monitoring/documentation of progress.

3. **Paid/Unpaid Work Experience:** Based on individual interest and needs of the youth, contractors may offer work experience throughout the contract year. Employment opportunities should be linked to academic and occupational learning.

Work experience opportunities may include:

- Summer Employment;
- Job Shadowing;
- Internship;
- Apprenticeship.

Employment opportunities should be designed to help youth acquire the skills to obtain a job and advance in employment and can occur at various times throughout participation. Employment opportunities can be either subsidized or unsubsidized.

Service provider responsibilities for work experience activities will include:

- Assessing work readiness, occupation needs/interests, and current skills;
- Developing work experience sites;
- Providing orientation of expectations to work site supervisors and participants;
- Completing a work site agreement provided by TENCO;
- Developing a written method of evaluation of the job site;
- Developing a written method of evaluation of the participants work experience activities and progress;
- Monitoring and documenting work experience activities and progress;
- Assisting the business and/or participant if concerns or issues occur at the worksite;
- Completion of tax and W-2 forms;
- Payment of participant wages;
- Assuring all child labor and OSHA standards are met;
- Maintaining and approving time sheets of participants for payment; and
- Reporting activities under this element to TENCO.

Participants shall be deemed work ready prior to placement in a work experience. Work experience participants cannot displace or cause layoffs of paid employees.

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 by TENCO 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.

Service providers will be responsible for documenting internship, job shadowing, and pre-apprenticeship activities throughout the duration of the activity.

Fifteen percent of funds allocated to the TENCO Workforce Development Board are required to provide in-school and out-of-school youth with activities such as paid and unpaid work experiences, including summer employment and other employment opportunities.

4. **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. **Training must lead to a postsecondary credential and be completed within a two (2) year time frame, unless pre-requisite courses are required.** Youth funded by WIOA for occupational skills training cannot be enrolled in a post-secondary training institution prior to WIOA eligibility.

Individuals who are classified as In-School youth attending a post-secondary institution may receive scholarship funding through the contract. Individuals who are classified as Out-of School youth and plan on attending post-secondary training may receive a scholarship funded by TENCO.

In both instances, the service provider would be responsible for providing career guidance, post-secondary exploration services, assisting with scheduling of classes, monitoring and documenting financial need, documenting progress of the participant in their training component, and interacting with post-secondary representatives regarding scholarship approval.

Service providers responsible for youth attending post-secondary training will also be responsible for planning and approving participant budgets based on policy guidelines.

5. **Leadership Development Opportunities:** Provide opportunities to improve in areas such as communication and obtaining management skills to help promote future opportunities. Leadership opportunities that are available under this contract include:

- Community and service learning projects;
- Organizational and team work training, including team leadership training;
- Training in problem-solving, decision-making and setting priorities;
- Peer centered activities encouraging responsibility

Service providers will be responsible for developing a leadership curriculum, developing/referring participants to community service projects, facilitating activities, monitoring participation and documenting activities.

6. **Supportive Services:** Available depending on the needs of the individual only if other sources of funding or services are not available to assist. It is the responsibility of the service provider to ensure that other sources of funding are coordinated and accessed prior to utilizing WIOA youth funds. Supportive services may be made available to In-School and Out of School Youth, consistent with Board policy, through the contract or directly through TENCO.

Supportive services available under this contract include:

- Assistance with transportation costs for attending training (does not include transportation to school when available through school district);
- Assistance with child care and dependent care costs when in training;
- Assistance with required supplies for post-secondary programs and/or work experience activities that include items such as uniforms or other appropriate work attire, work-related tool costs, testing fees, etc.

Service providers will be responsible for determining and approving supportive service requests (in congruence with TENCO's policies), ensure participants receive support payments, and documenting reimbursements. Service providers will also be responsible for maintaining the participant's budget and a spreadsheet that accurately reflects the participant's available monthly balance.

7. **Adult Mentoring:** Available to participants as a means of career exploration and personal development for 12 months or more.

Service providers will identify adult mentors who are interested in the advancement of youth in the community. It will be the responsibility of the service provider to recruit, match, track and document mentoring services. Documentation to ensure mentors will not have behaviors detrimental to the goals of the participants will be required.

8. **Follow-Up Services for Youth:** Youth must be contacted monthly and receive follow-up services for a minimum of 12 months after exit from the program. Follow-up services may include one or more of the following activities:

- Leadership, job readiness, job search, job retention, and other soft skills training;
- Regular contact with a youth and/or the youth's employer, including assistance in addressing work-related problems that arise
- Guidance in post-secondary and career development issues;
- Tracking the progress of youth in employment after training.

The WIOA Regulations specifies that all youth must receive follow-up services for a minimum of twelve (12) months. If funding is discontinued during the follow-up service period, TENCO will assume responsibility for follow-up services.

Furthermore, confirmation and documentation of a youth's status during four quarters after exit is required.

9. **Comprehensive Guidance and Counseling:** Intensive guidance and counseling related to career exploration, personal counseling, financial counseling, and goal setting. Specialized counseling and services, which may include drug and alcohol abuse counseling, may be conducted through a referral to an appropriate organization unless the service provider is experienced and educated in a counseling field, such as Psychology, Social Work, and Guidance Counselor/Education. Funding may be accessed through the youth contract, if other sources of funding are not available to provide such a service.

Service providers will be responsible for assisting youth with their individual needs through intensive case management and counseling, or responsible for documenting referrals for counseling services provided by another organization.

10. **Job Readiness Activities:** Activities should focus on preparing youth for employment. These activities should include:

- Job Search;
- Presentation;
- Interviewing skills;
- Communication skills – phone, email, written, in-person;
- Job Preparation (applications, resume, cover letter, thank you note, etc.);
- Career Exploration;
- Working with others – team building exercises;
- Job retention;
- Problem solving and decision making;
- Soft skills;
- Computer skills.

Service providers will be responsible for developing a curriculum that strongly focuses on the areas noted, maintaining records of workshops, job readiness activities, and progress of participants in these areas.

11. **Independent Living Skills:** The proposal should reflect a holistic approach to addressing barriers that youth face. Independent living skills should be addressed as needed to assist youth in obtaining and retaining employment. These skills may include, but are not limited to:

- Budgeting;
- Parenting;
- Cultural Diversity;
- Social skills;
- Prioritizing.

Service providers will be responsible for developing a curriculum that focuses on the areas listed, maintaining records of workshops, and activities that document independent living skills in these areas.

12. **Financial Literacy Education:** Activities should address the following financial responsibilities:

- Create household budgets;
- Initiate savings plans and make informed financial decisions about education, retirement, home ownership, or other savings goals;
- Ability to manage credit and debt, including credit card debt;
- Increase awareness of the availability and significance of credit reports and credit scores in obtaining credit, including determining their accuracy and how to correct inaccuracies in the reports and scores and their effect on credit terms;
- Support the ability to understand, evaluate, and compare financial products, services, and opportunities;

- Supportive activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials.

Service providers will be responsible for developing a financial literacy curriculum that will increase the participant's knowledge in managing personal and/or business finances. Documentation of workshops, financial education programs, and activities will be maintained in these areas.

13. **Entrepreneurial Skills Training:** Available to participants to help educate and provide the skills and knowledge that are needed before embarking on self-employment. Activities may include:

- Developing business plans;
- Researching current marketing trends;
- Financing;
- Generating a profit;

Service providers will be responsible for creating partnerships with agencies/organizations that provide entrepreneurial. Records must be maintained of workshops, case management activities, and the progress of participants.

14. **Labor Market Information:** Provide employment information about high-demand industry sectors and/or occupations available in the local area through career awareness, career counseling and exploration of services.

Service providers will be responsible for providing information of the labor market to the participants. Records of this information must be maintained and case management activities documented.

15. **Transition To Postsecondary Education and Training:** Activities that will increase an individual's knowledge in the process of enrolling in a postsecondary institution.

Service providers will be responsible for developing a curriculum that will assist the participants with the transition to postsecondary education and training. This element will focus on the transition from high school to postsecondary education. Records of workshops, case management activities will be documented of the progress of the participants.

OTHER SERVICE PROVIDER RESPONSIBILITIES

In addition to the elements identified, the providers' responsibilities will include:

- Recruit potential applicants;
- Provide an orientation to all applicants including services available and requirements of the program;
- Make appropriate referrals to other agencies for youth who are not being served through the program;
- Determine eligibility for WIOA services and maintain all required eligibility documents;
- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant;
- Develop an individualized plan for each participant that shall identify an employment goal and/or educational goal, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted;
- Provide effective connections to intermediaries with strong links to the job market and local and regional employers;
- Provide intensive case management services that assist youth with barriers to goals of employment and education;
- Coordinate services with partner agencies, organizations, and businesses;
- Connect participants with their local One-Stop Career Center;
- Ensure participants have enrolled in Focus Career (18 – 24 year olds);
- Utilize the WIOA database, Employ Kentucky Operating System (EKOS), for data records of services and case management activities.

***Intake/Eligibility Determination:** Under WIOA legislation, all youth must meet eligibility criteria as defined in this RFP. Service providers will determine participant eligibility prior to enrollment. All requests for enrollment must be reviewed and approved by TENCO staff prior to services being provided.

***Assessment:** Each participant shall be provided with an objective assessment of his/her academic and employment skills, strengths, obstacles and goals. This includes a review of education skill levels, occupational skills, employability skills, prior work experience, soft skills, interests, aptitudes, and supportive service needs. The assessment is a necessary tool to develop individual goals for each participant. The Individual Service Strategy will be used to document details of the participant's assessment and outcomes. Assessment and establishment of youth goals will be the primary responsibility of the WIOA service provider, but may be in consultation with TENCO staff.

PROGRAM DESIGN

In-School and Out-of-School program design will ensure all elements are available to youth based on their individual needs. Work readiness activities, leadership activities, community service projects, financial literacy, soft skills, independent living skills, exposure to the One-Stop Career system, and follow-up must be provided to *all* participants. The program design should specifically identify the obstacles youth face in achieving employment and provide resources to overcome those obstacles.

The program must be flexible in providing services to youth, as youth may not be available during regular business hours. Alternative hours may be necessary to ensure all youth are adequately provided an opportunity to gain the skills necessary to achieve the desired outcome.

The program will provide a variety of learning environments and must be activity focused to meet the individual learning styles of the participants. Guest speakers, referrals, lectures and/or workshops, field trips, educational games/software, etc. are allowable methods of providing the activities listed above.

Both In-School and Out-of School youth will be expected to participate in a community service project or volunteer project during their enrollment in the program. This project may be completed as a group or individually and consist of no less than four (4) documentable hours. Examples of community services projects or volunteer activities must be identified in the proposal. Materials needed to complete projects will not be paid through WIOA funds.

Although participants may be enrolled in the WIOA youth program for an extended period of time, it is expected that progress be evaluated and documented monthly using Individual Service Strategy with changes being made in the overall youth's individualized plan, as appropriate.

All secondary In-School youth shall complete a component of career and post-secondary exploration. This component should include a variety of techniques to assist youth in determining a career goal that meets their interest, needs, and abilities. Interest surveys, research projects, job shadowing, work experience, summer youth employment, guest speakers and/or field trips may be utilized to achieve a positive outcome for this component.

It is expected that Out-of-School programs focus not only on those seeking post-secondary education, but also on those seeking a GED, and those who have already completed secondary training and are seeking employment only.

Youth will be provided a minimum of monthly case management services. Both the In-School and Out-of-School programs will be evaluated based on performance goals outlined on page 13.

An In-School proposal will not be accepted unless in combination with an Out-of-School proposal.

PERFORMANCE OUTCOMES

Under WIOA, all Local Workforce Development Areas must meet certain quantifiable performance measurements each program year. Contractors will be required to track and document participant progress throughout the program.

Fiscal Year (FY) 2016 performance rates have not been received. When FY16 rates are available, service providers will be expected to achieve the rate designated by the Office of Employment and Training.

COMMON MEASURES	DEFINITION
1. Placement in Employment/Ed/Training	Number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the second quarter after exit.
2. Attain Degree/Certificate	<p>The percentage of program participants who 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>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>
3. Earnings	The median earning of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. Retention in Employment/Ed/Training	Number of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the fourth quarter after exit.
5. In Program Skills Gain	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.

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

PROPOSAL GUIDELINES AND INSTRUCTIONS

General Guidelines:

The TENCO Workforce Development Board will award contracts for programs to operate a base period of July 1, 2015 – June 30, 2016 with a two-year renewal option, pending performance, monitoring results and availability of funds. In the event additional youth funds become available through the Department of Labor, contractors may be given the opportunity to expand programs to serve additional participants or provide additional services.

Project Budget:

A detailed line-item budget must be submitted with each proposal. It must include costs necessary to operate the program. Each staff person for whom funding is requested shall have a separate job description included as an attachment to this proposal. One staff person may perform more than one job responsibility, but shall not exceed 40 hours per week, with all combined funding sources. The budget shall be completed in sufficient detail to clearly identify the costs for which WIOA Youth funds are requested. Emphasis should be placed on defraying staff and administrative costs and to have the majority of WIOA funds utilized for participants.

Administrative Budget Narrative:

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

Project Narrative:

It is the responsibility of the bidder to:

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

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

Proposals, which are not timely, within the monetary limitations, are incomplete, do not follow the outline and the requested program design, and/or do not include programs consistent with the intent of the Workforce Innovation and Opportunity Act, will not be considered for funding. Proposals should only contain a description of activities and services that can be carried out by the bidder if awarded a contract. All bidders, if funded, will be expected and will be monitored to ensure all activities described in the proposal are carried out.

Questions Regarding the Proposal

Questions concerning this proposal prior to the bidders meeting may be submitted to the TENCO Workforce Director. At the time of the bidders meeting, staff will review the proposal instructions, the intent of the Act and regulatory requirements, and any questions received. Questions arising after the bidders meeting shall be submitted to the TENCO Workforce Director in writing and a response will be disseminated to all interested parties who have provided TENCO with a valid e-mail address. All questions must be received by April 6, 2015 at 4:00 pm EST.

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

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

A bidder's meeting for all interested parties is scheduled on March 24, 2015 at 1:30 p.m. in the Buffalo Trace Area Development District board room, 201 Government Street, Maysville, Kentucky, third floor.

E. Submission of Proposals:

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

Proposals submitted for consideration shall be received no later than 4:00 p.m. EST April 13, 2015. Faxed or e-mailed proposals will not be accepted. It is the responsibility of the bidder to ensure that the proposal is delivered to Buffalo Trace ADD by the date and time specified regardless of delivery method.

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

F. Evaluation of Proposals:

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

Funding of proposals is contingent upon the availability of WIOA funds, authorization of program activities, and federal or state legislative actions, and satisfactory negotiation of the proposed project and budget. In addition, proposals will be evaluated on the ability to meet the program design at a reasonable cost, a satisfactory record of past performance in working with

youth, the ability to confidentially maintain records, as well as fiscal accountability. Past performance from current contractors who choose to reapply will also be evaluated. All proposals that result in funding must have the ability to enter into a fully executed contract by **June 30, 2015**.

All bidders are encouraged to access the www.doleta.gov website to obtain a copy of the Workforce Innovation and Opportunity Act. Bidders may also request information from Buffalo Trace Area Development District concerning the Workforce Innovation and Opportunity Act and the policies of the Board.

G. Right to Reject

TENCO Workforce Development Board (WDB) reserve 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 Council. In the event proposals are rejected due to programming changes, Law and Regulatory changes, or budget constraints, bidders will be notified in writing. It is anticipated that if proposals are rejected due to programming or Law and Regulatory changes, modified proposals will be reissued for response.

H. Appeals

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

I. Disclaimer

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

J. Contract Award

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

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

All entities awarded contracts under the RFP will be required to attend training on WIOA Law and Regulations, specific contract requirements, and other items as determined necessary for the benefit of the service providers, TENCO, and the participants served. These may include, but are not limited to:

- Eligibility process and procedures
- Performance guidance and training
- EKOS data base training
- Development of Individual Employment Plans
- Policy and Procedures
- File Maintenance

K. Time Frames

TIMELINE

1. **March 10, 2015** – RFP issued
2. **March 24, 2015** – 1:30 p.m. Bidder’s Meeting
3. **April 6, 2015** - Deadline for written questions
4. **April 13, 2015** (4:00 P.M. EST) RFP due to Buffalo Trace ADD
5. **May 6th, 2015** – Youth Council Will Convene to Review Proposals
6. **May 20, 2015** – Workforce Development Board or Executive Committee -consideration of funding of proposals
7. **May/June 2015**, Contract negotiations and finalizations, and trainings for contractors
8. **July 1, 2015** – Contract activities begin.

RETURN THIS SECTION WITH PROPOSAL:

- *Cover Sheet- Denoting Project Name and Type of program (In-School, Out-of -School or both)*
- *Program Summary*
- *Assurances*
- *Union Concurrence*
- *Drug-Free Workplace Requirements Certification*
- *Certification of Current Cost or Pricing Data*
- *Proposal Narrative*
- *Administrative Budget Narrative*
- *Staff Job Descriptions*
- *Line-Item Budget*

**TENCO WORKFORCE DEVELOPMENT AREA
WORKFORCE INNOVATION AND OPPORTUNITY ACT, TITLE I
YOUTH PROGRAM REQUEST FOR PROPOSAL
Program Operation: July 1, 2015 – June 30, 2016**

PROGRAM SUMMARY

<u>Applicant Name & Address</u> _____ _____ _____ Phone: _____ State ID #: _____ IRS ID #: _____	<u>Contact Person</u> _____ _____ _____ Phone: _____ Fax: _____ E-Mail: _____
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Type of Agency: ☐ Private Non-Profit
 ☐ Private For-Profit
 ☐ Public Non-Profit
 ☐ Other _____

Type of Proposal: ☐ In-School ☐ Out-of-School ☐ Combination

Project Name: _____

Place of Operation: _____

Dates of Operation: From: _____ **To:** _____

Total Funds Requested: \$_____ **(cannot exceed \$150,000)**

Number of Active Participants to be Served: _____

Cost Per Participant: \$_____

Percentage of Staff and Administrative Costs to Participant Costs: _____

Which type of audit is applicable to your organization? ☐ A-133
 ☐ NA
 ☐ Other _____

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**

Alternate I. (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. Marketing it a requirement that each employee/participant to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee/participant in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee/participant will:
 - a) Abide by the terms of the statement; and
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph 4 (b) from employee/participant or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees/participants, including position title, to every grant officer on whose grant activity the convicted employee/participant was working. The notice shall include the identification numbers(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee/participant who is so convicted:
 - a) Taking appropriate personnel action against such an employee/participant, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or

- b) Requiring such employee/participant to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace/training site through implementation of paragraph 1, 2, 3, 4, 5, and 6.
8. Notwithstanding, it is not required to provide the workplace/training site addresses under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state and zip code.

Check ☐ if there are workplaces/training sites on file that are not identified here.

Check ☐ if an additional page was required for the listing of the workplace.

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
Program Activities and Design	35
Performance	20
Budget	20

Bonus Points:

Proposal Serves Multiple Counties	10
Cost Per Participant at or below \$2500.00	10

PROPOSAL NARRATIVE

General Proposal Information: The following format will be used when submitting a proposal. Each question must be answered. If the proposal is a combination of In-School and Out-of-School services, please clearly identify services specific to each program. All information should be for year one funding only.

1. Describe your organization's experience and performance in providing services for in-school and/or out-of-school youth. Please include any innovative services provided during the past three years. (Maximum 1 page).
2. Describe where and when program services will take place. (All services must be ADA accessible. Locations will be monitored to ensure accessibility.)
3. How many youth do you propose serving? Provide comprehensive outreach and recruitment strategy for the targeted population.
 - A. In-School Youth (if an applicable targeted group for the proposal)
 - B. Seeking Employment
 - C. Seeking Post-Secondary Training
 - D. Seeking a GED
4. Provide a detailed explanation as why this program is needed in proposed area(s) of service. Are there similar programs/services provided in the proposed service area? If so, explain how this proposal differs from those programs.
5. Provide an analysis of the area identifying educational opportunities (Adult Education included) and projected employment opportunities within the TENCO targeted sectors (see attached).
6. Demonstrate availability of year round services.
7. Provide a detailed description of the program design. Include implementation of the required elements to meet individualized participant need and case management services. Include outcomes and performance attainment.
8. Answer the following questions pertaining to the specific program elements:
 - A. Tutoring/Study Skills:
 - Who will be the provider of basic skill remediation?
 - If services are provided by an outside source, describe how progress will be monitored.
 - How will basic skills be incorporated into your program design?
 - B. Alternative School: In-School Youth Only:
 - How will the need for alternative education be identified?
 - What dropout prevention strategies will be provided?
 - How will progress and/or goal achievement be monitored and documented?

- C. Work Experience Opportunities:
- Describe your recruitment strategy for employers.
 - Describe how participant placement will be determined.
 - Describe your evaluation process for work sites.
 - Identify the criterion a participant must meet prior to placement.
 - Describe the process to determine the hours assigned to participants.
 - Describe your definition of successful completion of the element.
 - Describe how wages for participants will be determined.
 - How will you ensure expenditure of 15% of funds, as required, on work experience activities?
 - What is your organizations hiring process and/or requirements?
- D. Occupational Skills Training:
- Describe the activities, projects and/or services that will provide youth with career guidance/exploration.
 - Describe your method of monitoring participant's success in achieving a credential.
 - Describe your method for fiscal oversight for in-school and out-of-school training and support services.
- E. Supportive Services:
- Describe how the need for supportive services will be determined.
- F. Mentoring:
- Describe how participants participating in mentoring activities will be selected.
 - Describe the method of recruiting mentors.
 - Identify the process used to select appropriate mentors. The process should include information on ensuring the safety of participants.
- G. Comprehensive Guidance and Counseling:
- Who will be the service provider utilized?
 - Describe your process for referral of guidance and counseling services?
- H. Labor Market Information:
- How will the program identify and inform participants of job opportunities?
- I. Entrepreneurial Skills Training:
- Describe program activities that will be used in assisting participants with entrepreneurial information.
- J. Transition to Post-Secondary Education and Training:
- What approach will be utilized to prepare participants for the transition into post-secondary training?

K. Describe experience in developing curriculum in the following categories. If limited or no experience in the following categories, please identify a connection with a partner agency that will provide the service as described under the definition of these elements.

- i. Job Readiness
- ii. Leadership
- iii. Independent Living
- iv. Financial Literacy
- v. Entrepreneurial Skills
- vi. Labor Market
- vii. Transition Services
- viii. Career Exploration

L. Follow-up Services:

- What services will be available through follow-up?
- How will these services be provided to participants who have exited the WIOA program?

9. Describe your plan for providing case management services.
10. Describe your experience in assessing skills, strengths, and obstacles of youth.
11. Describe in detail the design, implementation, and monitoring process of the community service project.
12. What methods will be used to expose participants to the services of the One-Stop Career system?
13. Incentives (see definition) are allowed for in-school and out-of-school youth. If applicable, describe in detail the proposed incentive plan.
14. Include the strategy used to achieve the following performance goals, as described on page 13:
 - A. Placement in Employment/Education/Training
 - B. Retention in Employment/Education/Training
 - C. Wage
 - D. Obtain a Credential
 - E. In Program Skills
15. Describe your method for tracking required performance criteria in order to report to the administering agency.

ATTACHMENTS

Please attach the following items as supplements to the questions as identified above.

Program Attachment 1: Attach a list of partnership with other agencies/organizations assisting with services provided by this proposal. Identify their role.

Program Attachment 2: Attach a timeline for all services provided through the program, starting with recruitment. This proposal must reflect a year round, 12 month program.

Program Attachment 3, Forms: Community Service Documentation form; Evaluation of Work Sites; Evaluation of Participant Progress in Work Experience.

Program Attachment 4: Staff Job Description form (template provided in the RFP).

Budget Attachment 1: A Detailed description of supplies, materials, and instructional aides to be purchased. The total of these items should be reflected in the budget worksheet under C: Materials/Supplies/General Office Materials and Supplies.

***Due to limited funding, purchasing equipment will not be approved. Single purchases that exceed \$200.00 and have a life of one year or longer must have prior approval of TENCO.**

Administrative Budget Narrative

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

1. Provide the official name of the organization applying for WIOA funds.
2. Identify the individual(s) responsible for maintenance and management of records (fiscal and programmatic). In another organization is responsible, identify the organization.
3. Identify the EEO officer of the organization.
4. List in-kind services and amount of in-kind services to be provided by the organization for the proposed program.
5. For audit purposes, specify the total amount of federal funding received by the bidding organization.
6. List most recent agency audit findings and corrective measures taken to improve operations (Attach Audit)
7. Describe how shared/indirect costs are determined, if applicable.

8. How is payroll calculated (hourly/salary) and how often will staff and/or participants of the program be paid?
9. If proposed staff is not 100% WIOA funded, identify other funding source and describe job descriptions of non-WIOA time. How will WIOA time be monitored and tracked?
10. Describe your past experience in tracking grant funding.

Staff Job Description

Complete a *separate* form for each staff position being requested for WIOA funding. Include WIOA requested funding and funding from other sources. One person may perform more than one job up to 40 hours per workweek.

I. JOB TITLE: _____ # of Individuals: _____

II. SPECIFIC DUTIES:

A. PROGRAM AND OVERSIGHT RESPONSIBILITIES _____%

- 1.
- 2.
- 3.
- 4.
- 5.

III. POSITION INFORMATION:

A. Total hourly or monthly rate of pay: \$_____ per _____
(Total from all sources).

B. Is this position full-time, or part-time, for this agency?

C. What percentage of time for this position will be charged to WIOA? ____%

D. If person is a full time employee and not funded 100 percent by WIOA, what other job duties will be assigned?

E. Will this position perform WIOA services for a 12-month period? _____
If not, please explain _____

F. What is the normal number of hours per week for this position? _____

G. What are the normal hours of operation for this position? _____ to _____

H. Days of the week the individual will work: _____

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

A. STAFF COSTS:

Salaries:

Position	Salary/Hourly	Month/Weeks	% WIOA	
_____	\$ _____	X _____	X _____	= \$ _____
_____	\$ _____	X _____	X _____	= \$ _____
_____	\$ _____	X _____	X _____	= \$ _____

Include job descriptions for all staff and attach an approved salary schedule as applicable

Staff Salaries Subtotal = \$ _____

Fringe Benefits

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

Retirement	_____	\$ _____
Health Insurance	_____	\$ _____
Life Insurance	_____	\$ _____
Worker's Compensation	_____	\$ _____
Medicare	_____	\$ _____
Unemployment	_____	\$ _____
Other	_____	\$ _____

Salary/Fringe Benefits Subtotal \$ _____

Staff Travel Costs (.43/mile limit for staff)

(Buses/vans must be the most economical means of transportation)

Total Miles _____ X _____.43 (Rate Per Mile) = \$ _____

Other Travel Costs:

Type _____ Amount _____ \$ _____

A. STAFF COST TOTAL \$ _____

* Travel costs not related to meeting contract guidelines and/or participant needs, must be pre-approved by TENCO, i.e. conferences, trainings, etc.

B. SPACE/OFFICE COSTS:

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

Utilities						
2. Utilities	Cost/Mo	X	# Mos.	X	% WIOA Usage	= Cost
_____	_____		_____		_____	= \$ _____
_____	_____		_____		_____	= \$ _____
3. Phone/Postage/Copies	Cost/Mo	X	# Mos.	X	% WIOA Usage	= Cost
_____	_____		_____		_____	= \$ _____
Utilities Subtotal						\$ _____

B. SPACE/OFFICE COST TOTAL **\$ _____**

C. MATERIALS/SUPPLIES:

General Office Materials/Supplies						
Item	Quantity	Purchase Price	or	Rental Price	=	Cost
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____

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

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

Participant Supplies						
Item	Quantity	Purchase Price	or	Rental Price	=	Cost
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____
_____	_____	_____	or	_____	=	\$ _____
Participant Supplies Subtotal						\$ _____

C. MATERIALS/SUPPLIES COST TOTAL **\$ _____**

D. EDUCATIONAL EXPENSES:**Post-Secondary Tuition and Books – IN-SCHOOL ONLY**

Tuition/Books or Fees Cost	X	# Semesters	X	#Participants	=	Cost
_____	X	_____	X	_____	=	\$ _____

***No participant may receive more than \$4000.00 for educational expenses during a fiscal year – July 1, 2015 – June 30, 2016. This includes tuition, fees, books, supplies, transportation and/or child care.**

Supportive Services: Transportation/Child Care (See Board Policy)

Please estimate supportive services as TENCO will pay supportive services based on individual participant need and policy limitations.

Type of Support	Amount requested	X	# of Youth	=	Cost
<u>Transportation</u>	_____	X	_____	=	\$ _____
<u>Child care</u>	_____	X	_____	=	\$ _____

Type of Support	Amount requested	X	# of Youth	=	Cost
<u>Required Training Supplies</u> (Nursing uniforms, steel toed boots, etc.)	_____	X	_____	=	\$ _____

Supportive Services Subtotal = \$ _____

Work Keys Testing

# of Youth		Cost	=	Cost
_____	X	<u>\$35.00</u> _____	=	\$ _____

D.EDUCATIONAL EXPENSE COST TOTAL = \$ _____

E. WORK EXPERIENCE***Paid Work Experience/Summer Employment Wages***

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

Participant Fringe Benefits

1. FICA @ .0765 x \$ _____ (Total Wages) = \$ _____

2. Worker's Compensation _____ rate x total wages = \$ _____

Participant Fringe Subtotal = \$ _____

Work Experience Supplies

of Participants X Cost of projected work supplies = Costs
 _____ X _____ = \$ _____

E.WORK EXPERIENCE TOTAL = \$ _____

F. INDIRECT COSTS:***Indirect costs: (include cost allocation plan or summary explaining rate)***

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

F.INDIRECT COSTS TOTAL \$ _____

G. OTHER COSTS***Other Costs: Itemize and Describe***

_____	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____

G.OTHER COSTS TOTAL \$ _____

TOTAL REQUEST

\$ _____

Restrictions on Amounts Requested: Total funds request is not to exceed \$150,000.00.

All funding is contingent upon the availability of federal funding, authorization of program activities, and federal and state legislative actions.

****This budget is a projection of specific needs and will be used to assist in negotiations and development of a line-item budget for an approved contract.***

Attachments

These attachments are for informational purposes to assist with proposal completion.

Do Not Return with proposal

- Definitions under the **Workforce Innovation and Opportunity Act**.

<p style="text-align: center;">WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAM AND FINANCIAL DEFINITIONS</p>
--

Accessibility of Records and Reports- Service providers shall make available to DOL, the State, and the Local Board program and financial records and reports concerning its operations, expenditures, and performance related to activities under Title I of the Act.

Advanced Training/Occupational Skills Training- An organized program of study that provides specific vocational skills that leads to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.

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.

Appropriation Level -The amount of Federal funding authorized by Congress for a program.

Certificate- Awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation.

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

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

Deficient in Basic Literacy Skills— An individual who:

1. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9; or
2. Is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society.

Department of Labor -This is the Federal agency responsible for allocating federal funds, authorizing activities, issuing Regulations, and oversight of funds expended and activities conducted under the Workforce Innovation and Opportunity Act of 2014.

Office of Employment and Training - The Kentucky state agency responsible for the administration, oversight, and policy with regard to Title I of the Workforce Innovation and Opportunity Act and all activities conducted under Title I. The Office of Employment and Training is governed by the Kentucky Cabinet for Education.

Educational Gain-At post test, participant completes or advances one or more educational functioning level from the starting level measured on entry into the program (pre-test).

Employed at Date of Participation- An individual employed at the date of participation is one who, during seven consecutive day prior to the date of participation had participated in paid employment, self-employed, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family or was not working, but has a job or business from which he was temporarily absent because of illness, weather, vacation and other reasons.

Employed in Any Quarter After Exit-The individual is considered employed in a quarter after exit if wage records for that quarter show earnings greater than zero.

Entrepreneur: People who develop and own his/her own business.

Equipment – Buffalo Trace Area Development District has defined equipment as any item with an acquisition cost of \$3000 or greater and a useful life of 1 year or longer.

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.

Incentive - Any factor (financial or non-financial) that enables or motivates a particular course of action.

Local Workforce Development Board – Governing body that provides policy and oversight of Workforce Development Title I activities and ensures compliance with the expenditure of funds. Referred to as the WDB.

Low-Income Individual – An individual who:

1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described above, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42U.S.C. 402)) that, in relation to family size, does not exceed the higher of-
 - a. The poverty line, for an equivalent period; or
 - b. 70 percent of the lower living standard income level, for an equivalent period
3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.)
4. Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302)

5. Receives or is eligible to receive a free or reduced price lunch
6. Is a foster child on behalf of whom State or local government payments are made; or
7. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements

Military Status at Date of Participation-An individual is considered to be in the military at the date of participation if: she is currently serving on active duty and has not yet been provided with a firm date of separation from military service or is a member of the National Guard or Military Reservists and currently is serving in an active military duty status.

Military Status after First Exit Quarter-The individual is considered in the military if Department of Defense wage records for the quarter after exit show earnings greater than zero.

Monitoring-TENCO Workforce Development staff and, as necessary, the Board will monitor service provider financial and programmatic records, reports, program sites, and maintenance of information to ensure compliance with the Act, Regulations, policies, and contracts.

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.

Offender– Any adult or juvenile-

1. Who is or has been subject to any stage of the criminal justice process, for whom services under the Workforce Innovation and Opportunity Act may be beneficial; or
2. Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

OMB Circulars-Federal Office of Management and Budget Circulars under which organizations receiving WIOA Title I (and many other federal funds) are required to comply. 2-CFR Part 225 includes the cost principles and allowable costs under which government and non-profit organizations are required to comply.

One-Stop Career System– Title I of the Act authorizes the establishment of services (universal core, intensive, and training) to be conducted for individuals through a one-stop career system approach. The one-stop career system includes many state and federally funded organizations that provide employment and training services for the general public. In the TENCO Workforce Development Area, one-stop career centers are located in: Ashland, Maysville, and Morehead. Youth may access information regarding career opportunities, career exploration, and employment opportunities through the one-stop career centers.

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.

Placement in Post-Secondary Education—A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as placement in post-secondary education, but may count as placement in “advanced training/occupational skills training.”

Post-secondary Education Institution—An institution of higher education, as defined in section 481 of the Higher Education act of 1965 (20 U.S.C. 1088).

Post-test—A test administered to a participant after a base line (pre-test) test has been administered.

Pre-test—A test administered to a participant for a base line score.

Program Income—Income realized as the result of the sale of goods or services through the WIOA funded program. Program income must be submitted with a plan for disposition of the income to improve the program.

Public Assistance—Federal, State, or local government cash payments for which eligibility is determined by a needs or income test.

Requires Additional Assistance to Complete an Education Program or to secured and hold employment—

1. Is an individual with a disability;
2. Youth does not possess skills (work readiness or occupational) necessary to secure and retain employment which allows for self-sufficiency, documented through the initial assessment process;
3. Difficulty with social interaction or behavioral problems as documented by school or mental health official;
4. History of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse as documented by court document;
5. Youth receiving services by a mental health professional;
6. An individual who is functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-21 if they are functioning at grade 11 or under);
7. A student who has failed two or more subjects during the prior two (2) years of school attendance;
8. A student who has been suspended either in school or at home two (2) or more times during the past school year;
9. A student who has unexcused absenteeism from school for a total 25 or more days during the past school year;
10. A student participating in an alternative program/setting;
11. Poor or no communication between school and parent as documented by school official.

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

School Dropout-An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

Secondary School-Defined in section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

Self Sufficiency for TENCO-Wages that are at least \$12.00 per hour or more than \$25,000.00 annually.

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.

Vocational Education-Defined in section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471).

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 Council-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.