

TENCO
Workforce Investment Area

Workforce Investment Act

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

July 1, 2010 – June 30, 2012

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

Date Issued: February 24, 2010
Submission Deadline: March 26, 2010

Table of Contents

| | |
|---|----|
| Purpose..... | 3 |
| Funding Guidelines..... | 4 |
| Eligible Youth..... | 4 |
| Target Population..... | 4 |
| Required Program Elements..... | 5 |
| Other Program Elements..... | 8 |
| Program Design..... | 8 |
| Performance Outcomes..... | 11 |
| Proposal Guidelines and Instructions..... | 12 |
| Timeline..... | 14 |
| Program Summary Attachment..... | 16 |
| Assurances..... | 18 |
| Union Concurrence..... | 19 |
| Drug-Free Workplace Requirements Certification..... | 20 |
| Certification of Current Cost or Pricing Data..... | 22 |
| Administrative Systems Assurance..... | 23 |
| Proposal Narrative..... | 24 |
| Administrative Budget..... | 27 |
| Staff Job Description..... | 28 |
| Detailed Budget Proposal..... | 29 |
| Workforce Development Act Definitions..... | 34 |
| TENCO Policies..... | 40 |
| TENCO Forms..... | 47 |

**TENCO WORKFORCE INVESTMENT BOARD
TENCO YOUTH COUNCIL
YOUTH REQUEST FOR PROPOSAL
Program Operation: July 1, 2010 – June 30, 2012**

PURPOSE

This communication is to announce the Request for Proposal (RFP) issued by the TENCO Workforce Investment Board to solicit proposals for the provision of federally-funded Workforce Investment Act (WIA) youth services in accordance with the Workforce Investment Act of 1998 (P.L. 105-220). The purpose of this RFP is to prepare low-income, at-risk youth ages **17 – 21** for educational attainment, skill development, employment and independent living. Youth served would need to reside in the TENCO service area, which includes 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. WIA 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 are being solicited for In-School and Out-of School programs, **see definition**. A proposal for an In-School program must also have an Out-of-School program. Proposal emphasis should be on serving Out-of-School youth. The proposal must demonstrate the capacity and provision of a year round, 12-month program.

The TENCO Workforce Investment Board is seeking activity-based and outcome focused programs that will provide or make available a comprehensive array of services to youth ages 17-21. It is not necessary that all services be funded through the Workforce Investment Act. TENCO is seeking programs that coordinate services between organizations and funding sources to meet the needs of eligible participants.

Programs shall assist youth with the necessary skills to support long-term success in the job market through:

- Focus on intensive year round programming;
- Emphasis on an outcome focused approach that leads to positive long-term outcomes;
- Focus on academic achievement, alignment with state education requirements, and post-secondary readiness; or employment.
- Delivery of specific service elements: tutoring, study skills, instruction leading to completion of school (including dropout prevention strategies); summer employment opportunities directly linked to academic and occupational learning; paid and unpaid work experiences as appropriate (including internships and job shadowing); occupational skills training; leadership development; adult mentoring; comprehensive guidance and counseling (which may include drug and alcohol abuse counseling and referral); supportive services; and follow-up services for not less than 12 months after the completion of participation; and
- Increased connections to employer and labor market information.

FUNDING GUIDELINES

The contract period will be from July 1, 2010 through June 30, 2011. No proposal shall exceed **\$125,000** in total amounts requested per year. The contract can be renewed for a second year (July 1, 2011- June 30, 2012) contingent upon the availability of funds and the applicant's positive evaluation of performance. The WIB reserves the right to not issue a grant for a second year under certain circumstances such as, but not limited to:

1. Unavailability of funds;
2. Unsatisfactory work of the selected applicant;
3. Failure to meet agreed upon minimum performance standards including enrollment numbers;
4. Failure to submit required documentation in the timeframe requested;
5. Inability to negotiate terms or funding amounts of second year contract.

Please submit only a first year proposal along with corresponding budget. Do not submit information for a second year. Should TENCO request the youth contract be extended for the second year, a new contract will be negotiated to include budget, number of youth served, and program content.

Contracts resulting from this RFP shall be cost reimbursement via a line-itemized budget.

ELIGIBLE YOUTH

For the purposes of this RFP, an eligible youth is defined as an individual who:

1. Is age 17-21
2. Is low income**, and
3. Has one or more of the following barriers to employment:
 - School drop-out
 - Pregnant or parenting
 - Offender
 - Homeless
 - Runaway
 - Foster Child
 - Deficient in Basic Literacy Skills (see definition)
 - Individual who requires additional assistance to complete an educational program and/or secure and retain employment (see definition).

** Eligibility for free or reduced meals through the National School Lunch Program **does not** meet the definition of a low-income individual.

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
- Basic skills deficient
- Seeking a credential – secondary, post-secondary, GED, occupational certificate/diploma.

Youth are further categorized as an In-School or Out-of-School youth. An In-School youth is anyone who, at time of enrollment into WIA services is:

- Enrolled in secondary education; or
- Enrolling/enrolled in post secondary education and has a skill level above 9.0.

Out-of-School youth is an individual who, at time of enrollment into WIA services:

- Is a high school dropout; or
- Has graduated from high school or holds a GED, and is unemployed or underemployed and is seeking employment; or
- Is planning to attend post-secondary education and is basic skill deficient, skill level at or below 8.9.

Proposals may serve any or all ages within the allowable 17-21 age range. Proposals may be written for an Out-of-School program or a combination of In-School and Out-of-School. Projects involving services exclusively to In-School youth will not be considered. For those proposals that will have an In-School component serving secondary students, high school seniors must be the focus. Bidders need to be aware that the awarding of contracts will be made to achieve TENCO's goal of a minimum of 70% of total youth funds supporting Out-of-School projects.

REQUIRED PROGRAM ELEMENTS

Listed below are federally required WIA youth activities, which must be provided to WIA youth consistent with the youth's objective assessment and service strategy. This does not mean that the respondent must provide each of the listed activities; however the respondent must assure that these services are made available through other resources such as community partners or collaborations.

Required elements:

1. **Tutoring and Study Skills Training:** Tutoring, study skills training, and instruction leading to school completion, including dropout prevention strategies. This activity shall lead to improvement in participant basic reading/math test scores and overall academic performance.
2. **Alternative School Settings:** Participants may be referred for scheduled alternative educational opportunities that are designed to improve the student's academic performance and will lead to continuation in secondary school or graduation. Scheduling of alternative education activities and the definition for successful outcomes will be consistent with local school district policies.
3. **Summer Employment Opportunities and/or Work Experience:** Based on individual interest and needs of the youth, contractors will offer either summer employment or work experience. Summer employment is directly linked to academic and occupational learning.

Work experience 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. Work experience can be either subsidized or unsubsidized.

For both summer employment and work experience, the contractors will be responsible for:

- Developing work experience sites; at convenient times and locations for youth
- Providing orientation to work site supervisors and participants;
- Completing a work site agreement;

- Developing a written method of evaluation of the job site (attach to proposal);
- Developing a written method of evaluation of the participants work experience activities and progress (attach to proposal);
- Payment of participant wages which shall be comparable to others in that occupation;
- Completion of necessary tax and W-2 forms;
- Assuring all child labor and OSHA standards are met;
- Monitoring and documenting work experience activities and progress;
- Maintaining time sheets of participants; and
- Reporting to TENCO activities under this element.

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

Internships/Job Shadowing: An unpaid introduction to a particular occupation or industry to provide informational training and experience for youth to determine his/her interest in a specific occupation. Service providers will be responsible for documenting internship and job shadowing activities throughout the duration of the activity.

4. **Occupational Skills Training:** Provides training for potential employment in a specific field of study. **Training must lead to a credential and be completed within a two (2) year time frame.** Out-of-school youth who will be funded by WIA for occupational skills training cannot be enrolled in a post secondary training institution prior to WIA eligibility. The TENCO Workforce Investment Board may offer a scholarship for eligible youth.

The contractor will be responsible for monitoring and documenting the progress of each individual participating in occupational skills training. Individuals who are classified as In-School youth attending a post-secondary institution may receive scholarship funding through the contract. Those individuals who are classified as Out-of School youth and are attending post-secondary training will have a scholarship paid through an individual training account funded directly by TENCO. However, in both instances, the contractor would be responsible for monitoring and documenting financial need, progress of the participant in their training component, approve class schedules, and interact with post-secondary representatives regarding scholarship approval.

5. **Leadership development opportunities:** Examples of leadership activities include:
 - Exposure to postsecondary educational opportunities;
 - Community and service learning projects;
 - Organizational and team work training, including team leadership training;
 - Training in problem-solving and decision-making, including determining priorities;
 - Citizenship training, including exposure to voting, local/state/national issues.

Contractors will be responsible for developing a leadership curriculum, facilitating activities, monitoring participation and documenting activities.

6. **Supportive services:** Available based on the needs of the individual if other sources of funding or services are not available to assist. It is the responsibility of the contractor to ensure that other sources of supportive service funding are coordinated and accessed prior to utilizing WIA youth funds. Supportive services may be made available, consistent with Board policy, through the

contract or directly through TENCO. All Out-of-School supportive services will be paid directly by TENCO through an individual training account. In-School youth who are enrolled in post secondary education will be paid through the contract. Supportive services available under this contract include:

- Assistance with transportation costs (does not include transportation to school when available through school district)
- Assistance with child care and dependent care costs
- Assistance with uniforms or other appropriate work attire and work-related tool costs.

Contractors will be responsible for approving support requests, in congruence with TENCO's policies, deliver support payments to participants, document requests, reimbursements, and monitor accuracy of support request.

7. **Adult mentoring:** Available to participants as a means of career exploration and personal development. Service providers will identify adult mentors who are interested in the advancement of youth in the community. It will be the responsibility of the contractor 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 12 months after exit from the program. Follow-up services may include one or more of the following activities:
 - Leadership development and supportive service activities listed above
 - Regular contact with a youth and/or the youth's employer, including assistance in addressing work-related problems that arise
 - Assistance in securing better paying jobs, career development and further education
 - Work-related peer support groups
 - Adult mentoring
 - Tracking the progress of youth in employment after training

The WIA 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.

9. **Comprehensive guidance and counseling:** Intensive guidance and counseling related to career exploration, personal counseling, drug and alcohol abuse counseling, financial counseling, and goal setting. Specialized counseling and services may be conducted through a referral to an appropriate organization or counselor experienced in counseling and guidance in the particular area of concern. Funding may be accessed through the youth contract, if other sources of funding are not available to provide such a service.

Contractors will be responsible for referrals for counseling services but may provide services if degree is guidance and counseling, psychology and/or social work. Contractors should document all referrals.

RESPONSIBILITIES

Recruitment: Contractors are responsible for recruitment of applicants in the counties identified on the proposal and are expected to interview prospective participants prior to referral to TENCO for eligibility determination.

Intake/Eligibility Determination: Under WIA legislation, all youth must meet eligibility criteria as defined in this RFP. Certification of eligibility for any WIA funded program must be completed prior to enrollment and will be conducted by TENCO.

Orientation: All participants must receive information on the required 10 elements and services to be provided by both the youth program provider and community resources.

Assessment: Each participant shall be provided with an objective assessment of his/her academic, employment skill, and supportive service needs. This includes a review of education skill levels, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs. The assessment is a necessary tool to develop individual goals for each participant. Assessment and establishment of youth goals will be the primary responsibility of TENCO in consultation and input by the youth program provider.

Basic Skills Instruction: All participants will be evaluated to document a grade level to determine the need for basic skill instruction. Using a standardized testing instrument, participants will be tested in math and reading in order to calculate a grade level. Contractor must complete this pre-test within one week of participant entering the program. Based on identification of need, (8.9 grade level or below) referral or provision of basic skills instruction will be provided by the program.

Referral to community resources or programs: Programs are strongly encouraged to link and share information with other youth-serving agencies, organizations and training providers in order to meet the individual needs of the youth. Methods to document services to be delivered should be identified, evaluated, and updated as changes occur.

Coordination with the TENCO One-Stop Career System: The One-Stop Career system provides workforce development services to the community. Youth programs will be expected to provide participants with exposure to the resources and services provided by the one-stop system and register for work when appropriate. TENCO One-Stop Centers are located in Maysville, Morehead, and Ashland.

PROGRAM DESIGN

In-School and Out-of-School program design will ensure all elements are available to youth based on their individual needs. Leadership activities, Community Service Projects, Work Readiness activities, Citizenship skills, independent living skills and exposure to the One-Stop Career system must be provided to *all* participants. The program design should specifically identify the obstacles youth face in achieving employment in the targeted counties, 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. may be used to provide the activities listed above.

The youth program design should focus on:

- A program design that will assist youth in gaining a credential (if applicable) and employment that provides a self-sustaining wage;
- A program design that will improve basic reading and/or math skills, if applicable.

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 ten (10) 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 WIA funds.

Both the In-School and Out-of-School programs will be evaluated based on performance goals outlined on page 11.

In-School Program Design

An In-School proposal will not be accepted unless in combination with an Out-of-School proposal. **Youth attending secondary school must be classified as seniors at time of enrollment into WIA services.**

The In-School program design will assist youth in improving their basic skills, work readiness skills, and/or occupational skills. The design will also assist youth in obtaining employment that will lead to a self-sufficient wage (see definition), obtaining a credential, and retaining employment of a period of no less than one year.

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/of field trips may be utilized to achieve a positive outcome for this component.

Youth will be provided a minimum of monthly guidance, counseling, and/or case management through individual and/or group sessions that will encompass the required program activities, as well as other activities identified in the attached curriculum.

Out-of-School Program Design

The Out-of-School program design will assist youth in improving their basic skills, work readiness skills, and/or occupational skills. The design will also assist youth in obtaining employment that will lead to a self-sufficient wage (see definition), obtaining a credential (if applicable), and retaining employment of a period of no less than one year.

Out-of-School programs should serve eligible youth from each of the following:

- Youth who are working on their GED with a goal of employment
- Youth who are basic skills deficient and need to improve their reading and math functional levels to heighten their employment opportunities
- Youth who are entering, but not yet attending post secondary training and who will be earning a credential in two years or less.

At least one fourth (1/4) of the total Out-of-School slots requested should be for serving those youth who will not be enrolled in post secondary training, but will receive a GED or have employment within the first year of this contract.

Youth will be provided a minimum of monthly guidance, counseling, and/or case management through individual and/or group sessions that will encompass the required program activities, as well as other activities identified in the attached curriculum. Group workshops are highly encouraged, as youth can benefit from experiences shared with peers.

The program will be evaluated on performance goals and progress as outlined on page 11.

PERFORMANCE OUTCOMES

The purpose of WIA youth programs is to have services, which will provide the skills needed to achieve meaningful employment. Under WIA, all Local Workforce Investment Areas must meet certain quantifiable performance measurements each program year. Contractors will be required to track and document participant progress throughout the program. Workforce Investment Act funds can only be used for such services if the activity is allowable and if the expected outcomes meet or exceed required WIA performance goals.

Fiscal Year 2011 performance rates have not been received. Rates below are for example only:

| COMMON MEASURES | DEFINITION |
|---|---|
| 1. Placement in Employment or Education TENCO Performance Rate: 64% | <i>Of those who are not in post-secondary education, employment, or the military at the date of participation:</i> # of participants who are in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after exit (divided by) <hr style="width: 50%; margin-left: 0;"/> # of participants who exit during the quarter |
| 2. Attainment of a Degree or Certificate TENCO Performance Rate: 53% | <i>Of those enrolled in education (at the date of participation or at any point during the program):</i> #of participants who attain a diploma, GED, or certificate by the end of the third quarter after exit (Divided by) <hr style="width: 50%; margin-left: 0;"/> # of participants of participants who exit during the quarter |
| 3. Literacy and Numeracy Gains TENCO Performance Rate: 43% | <i>Of those Out of School youth who are basic skills deficient:</i> # of participants who increase one or more educational functioning levels (Divided by) <hr style="width: 50%; margin-left: 0;"/> # of participants who have completed a year in the program (i.e., one year from the date of program participation) plus the # of participants who exit before completing a year in the program |
| | |

It will be the responsibility of the contract program to document, track, and report progress towards the WIA Performance Goals. Contractors are expected to meet or exceed the Performance goals.

PROPOSAL GUIDELINES AND INSTRUCTIONS

General Guidelines:

The TENCO Workforce Investment Board will award contracts for programs to operate during the period **July 1, 2010 – June 30, 2011 with potential renewal for July 1, 2011-June 30, 2012.** 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 and must be submitted in support of any application. Each staff person for whom funding is requested shall be delineated separately with a 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 WIA Youth funds are requested. Plans and/or actual offsetting money or in-kind services should be clearly listed in the proposal. Emphasis should be placed on defraying staff and administrative costs and to have the majority of WIA funds utilized for participants.

Administrative Budget Narrative:

Answer all questions in order outlined.

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 program outlines and materials to describe the services and outcomes
4. Describe project design including target population.
5. Provide a detailed line-item budget with required attachments.

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 do not include programs consistent with the intent of the Workforce Investment 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 to perform and carryout activities described in the proposal.

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, and the intent of the Act and regulatory requirements. 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 March 17, 2010 at 4:00 pm EST.

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

Denise Wietelmann, 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: dwietelmann@btadd.com

A bidder's meeting for all interested parties is scheduled on March 09, 2010, 9:30a.m. in the Buffalo Trace Area Development District board room, 201 Government Street, Maysville, Kentucky, third floor.

E. Submission of Proposals:

Seven copies and one original proposal shall be **delivered by mail, courier, or in person, to: Buffalo Trace Area Development District, Attention: Denise Wietelmann, 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 March 26, 2010. 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.

The wording, "WIA 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 WIA 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 WIA funds, authorization of program activities, and federal or state legislative actions, and satisfactory negotiation of the proposed project and budget. All proposals that result in funding must have the ability to enter into a fully executed contract by June 30, 2010.

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

G. Right to Reject

TENCO Workforce Investment Board and the Youth Council 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 Workforce Investment Board 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 Investment 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 Investment Area will be available to assist bidding organizations or service providers with the interpretation and suggestions for changes in redesign.

J. Time Frames

| |
|-----------------|
| TIMELINE |
|-----------------|

1. February 24, 2010, – RFP issued
2. March 09, 2010 – 9:30a.m. Bidder’s Meeting –Come with your questions
3. March 17, 2010-Deadline for written questions
4. March 26, 2010 (4:00 P.M. EST) RFP due to Buffalo Trace ADD
5. April 29, 2010 – Youth Council Review Proposals
6. May 19, 2010 – Workforce Investment Board or Executive Committee -consideration of funding of proposals
7. May-June 2010, Contract negotiations and finalizations
8. July 1, 2010 – Contractor planning and 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*
- *Administrative Systems Assurance*
- *Proposal Narrative*
- *Administrative Budget Narrative*
- *Staff Job Descriptions*
- *Line-Item Budget*

**TENCO WORKFORCE INVESTMENT 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?

- | | | |
|--|--------------------------|--------------------------|
| 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"/> |

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 INVESTMENT 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 INVESTMENT 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 offeror and the TENCO Workforce Investment 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

TENCO WORKFORCE INVESTMENT AREA

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.

Authorized Representative

Date

Authorized Representative/Typed

Date

Title

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 in providing services for youth. Please include any innovative services provided during the past 3 years. (Maximum 1 page)
2. Describe where and when program services will take place. (All services must be ADA accessible).
3. How many youth do you propose serving? Provide a comprehensive outreach and recruitment strategy that defines a clear process for locating and referring the targeted population.
4. Include a description of the potential challenges to effectively serving this population and how these challenges will be resolved.
*** Applicants must fully demonstrate a need for the proposed activities.**
5. Provide a data analysis of the area to be served under this proposal with projected employment opportunities.
6. Describe the proposed activities and how the activities will be conducted.
7. Document the plan for provision of the Required Program Elements.

A. Tutoring/Study Skills:

- Who will be the provider of services?
- How will the services be provided?
- If services are provided by an outside source, describe how the proposal will monitor progress, and successful obtainment of basic skills.

***Anyone scoring a grade level of 8.9 or below in reading and/or math must be retested. A successful obtainment of basic skills is based on improvement by functional level.**

B. Alternative School:

- How will WIA participants be identified?
- Identify method of referral.
- How will progress and/or goal achievement associated with alternative education be monitored and documented.

C. Summer Employment Opportunities/Work Experience

- Describe your recruitment strategy for employers.
- Describe the monitoring process for work sites.
- Identify the criterion a participant must meet prior to placement.

- Describe the placement process.
- Describe the successful completion of the element.

D. Occupational Skills Training

- Describe in detail the activities, projects and/or services that will provide youth with career guidance/exploration.

E. Leadership Development:

- Describe activities, projects, and/or services that will provide youth with leadership skills.

G. Supportive Services:

- Describe how supportive services for in-school youth will be determined as necessary.
- Describe the method for monitoring funds established for in-school/out-of-school supportive services.
- *In-school youth attending post-secondary training may receive supportive services (transportation and/or child care assistance) through this proposal. Out-of-school youth may receive supportive services through TENCO WIB.**

H. Mentoring:

- Describe how participants will be identified.
- Describe the method of recruitment of mentors.
- Identify the method to be used to assure the safety and character of mentors.

I. Follow-Up Services:

- Describe the plan to follow-up on all exited youth including:
 - How often follow up will occur?
 - What services will be available to participants in follow-up?

J. Comprehensive Guidance and Counseling:

- Who will be the provider?
- Describe the oversight of this element.

- Describe in detail the design, implementation, and monitoring process of the community service project.
- Describe in detail the activities, projects and/or services that will provide youth with increased skills in the following:
 - Technology Skills
 - Communication Skills
 - Problem Solving
 - Teamwork
 - Employment preparation

How will successful achievement of each component be identified?

10. Describe the process used to assess skill levels **before, during and at the end of training for basic skills, work readiness, and occupational skills.** List testing instrument(s) to be utilized.
***Participants will be attached to a minimum of one of the above-mentioned skills. The proposal should identify which skill(s) the participant is lacking based on a measurable method. The participant will participate in activities directly related to the skill identified throughout the program and must show an increase in skill level to be successful in program outcomes.**
12. Provide a strategy for assisting individuals in **obtaining self-sustaining employment, retaining employment for a period no less than nine months, obtain a credential (GED, secondary, post-secondary) and make improvement in basic literacy and/or numeracy skills.**
13. Identify workforce challenges within the proposed area and how this program will work to alleviate these challenges.
14. What methods will be used to expose participants to the services of the One-Stop Career system?
15. Are there similar programs/services provided in the proposed service area? If so, explain how this proposal differs from those programs or builds on the existing programs.
16. Identify how the program strategies are aligned with the workforce vision.
17. Incentives (see definition) are allowed for in and out-of-school youth. If applicable, describe in detail the proposed incentive plan.

ATTACHMENTS

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 curriculum with a detailed description of workshops, topics, activities, projects, etc.

Program Attachment 3: Attach a timeline for planned workshops, topics, activities, projects, etc.
*** This proposal must demonstrate on-going activities for 12 months.**

Program Attachment 4: Community Service Documentation form; Evaluation of Work sites; Evaluation of Participant Progress; Assessment document used prior to referral to 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 the organization with which TENCO will contract, if awarded funding.
2. Identify the individual(s) responsible for maintenance and management of records (fiscal and programmatic). If another organization is responsible, identify the organization.
3. Who is the EEO officer of the organization?
4. List 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 the need for Workforce Investment Act Title I funding and how the organization has documented that other sources of funding are not available to support the proposed activities.
8. Provide a detailed line-item budget. Include list of supplies, materials, and instructional aides to be purchased. Due to limited funding, purchasing of equipment will not be approved. Other single purchases that exceed \$200.00 and have a useful life of one year or longer must have prior approval of TENCO.
9. List the staff positions and include job descriptions for each person who will be WIA supported.
10. How is payroll calculated (hourly and salary) and how often will staff and/or participants of the program be paid, as applicable?
11. If proposed staff is not 100% WIA funded, identify other funding source and describe job descriptions of non-WIA time. How will WIA versus non-WIA time be monitored and tracked?

Staff Job Description

Complete a *separate* form for each staff position being requested for WIA funding. Include WIA 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 WIA? _____%

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

E. Will this position perform WIA 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: _____

I. If staff position is fully funded by WIA, what safeguards will be established to ensure duties during WIA hours will be program specific and allowable?

**TENCO Workforce Investment Board
WIA Youth Services
Detailed Program Budget Proposal**

A. STAFF COSTS: (See Section of Allowable Costs charged to Program Training)

| Salaries: | | | | | |
|--|---------------|-------------|---------|-------|------------|
| Position | Salary/Hourly | Month/Weeks | X | % WIA | = \$ |
| _____ | \$ _____ | X _____ | X _____ | _____ | = \$ _____ |
| _____ | \$ _____ | X _____ | X _____ | _____ | = \$ _____ |
| _____ | \$ _____ | X _____ | X _____ | _____ | = \$ _____ |
| Include job descriptions for all staff and attach an approved salary schedule as applicable | | | | | |
| <i>Salaries Subtotal</i> | | | | | \$ _____ |

| Fringe Benefits | | | |
|---------------------------------|---|--------------------------|----------|
| FICA @ 7.65% (.0765) | X | \$ _____ (Total Wages) = | \$ _____ |
| Retirement | | _____ | \$ _____ |
| Health Insurance | | _____ | \$ _____ |
| Life Insurance | | _____ | \$ _____ |
| Worker's Compensation | | _____ | \$ _____ |
| Medicare | | _____ | \$ _____ |
| Unemployment | | _____ | \$ _____ |
| Other | | _____ | \$ _____ |
| <i>Fringe Benefits Subtotal</i> | | | \$ _____ |

| Staff Travel Costs (.41/mile limit for staff) | | | |
|---|-----------------------|--|----------|
| <i>(Buses/vans must be the most economical means of transportation)</i> | | | |
| _____ Total Miles X | _____ Rate Per Mile = | | \$ _____ |
| Other Travel Costs: | | | |
| Type _____ | Amount _____ | | \$ _____ |
| Conference/workshops/meeting costs: Type _____ Amount _____ | | | \$ _____ |
| <i>*Provide detail of travel</i> | | | |
| <i>Travel Subtotal</i> | | | \$ _____ |

In-kind contributions or other funding, which will reduce the staff or administrative costs (list) - \$ _____

A. STAFF COST TOTAL \$ _____

* Travel Costs must be itemized on a separate sheet and attached to proposal when submitted. Clearly, document the purpose of ALL travel including meals, registration and motel costs.

B. SPACE/OFFICE COSTS:

| Facility | | | | | | |
|-----------------------------|---------|---|--------|---|-------------|-----------------|
| 1. Name of Facility/Address | Cost/Mo | X | # Mos. | X | % WIA Usage | = Total Cost |
| _____ | _____ | | _____ | | _____ | = \$ _____ |
| _____ | _____ | | _____ | | _____ | = \$ _____ |
| Facility Subtotal | | | | | | \$ _____ |

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

B. SPACE/OFFICE COST TOTAL \$ _____

C. MATERIALS/GENERAL OFFICE SUPPLIES:

| 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 WIA usage).

Materials/Supplies Subtotal \$ _____

C. MATERIALS/SUPPLIES/ COST TOTAL \$ _____

| |
|--|
| D. PARTICIPANT SUPPLIES (no rental on books/supplies or purchasing books/supplies currently owned by an organization) |
|--|

| | | | | | | |
|-------|----------|----------------|----|--------------|---|----------|
| 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 WIA usage).

Materials/Supplies Subtotal \$ _____

D. PARTICIPANT MATERIALS/SUPPLIES COST TOTAL \$ _____

E. TUITION/FEES AND BOOKS

INCLUDE ONLY THOSE COST WHICH WILL BE FOR IN-SCHOOL YOUTH IN POST-SECONDARY TRAINING. ALL OUT-OF-SCHOOL YOUTH COSTS WILL BE PAID DIRECTLY BY TENCO AND ARE NOT TO BE INCLUDED IN THIS SECTION.

| Identify Tuition/Books or Fees | X | # Semesters or Books | X | Cost | X | #Participants | = | Total Cost |
|--------------------------------|---|----------------------|---|-------|---|---------------|---|------------|
| _____ | X | _____ | X | _____ | X | _____ | = | \$ _____ |
| _____ | X | _____ | X | _____ | X | _____ | = | \$ _____ |

E. TUITION/FEES AND BOOKS SUBTOTAL \$ _____

F. SUPPORTIVE SERVICES: *Transportation/Child Care (See Board Policy)*

Please estimate supportive services as TENCO will pay supportive services based on individual participant need. INCLUDE ONLY THOSE COST WHICH WILL BE FOR IN-SCHOOL YOUTH IN POST-SECONDARY TRAINING. ALL OUT-OF-SCHOOL YOUTH COSTS WILL BE PAID DIRECTLY BY TENCO AND ARE NOT TO BE INCLUDED IN THIS SECTION.

| Type of Support | X | Rate | X | # Youth. | X | #Days | = | Cost |
|-----------------|---|-------|---|----------|---|-------|---|----------|
| _____ | | _____ | X | _____ | | _____ | = | \$ _____ |
| _____ | | _____ | X | _____ | | _____ | = | \$ _____ |

F. SUPPORTIVE SERVICES \$ _____

G. PAID WORK EXPERIENCE/SUMMER EMPLOYMENT:

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

G. WORK EXPERIENCE COST \$ _____

H. PARTICIPANT FRINGE BENEFITS: Cost

- FICA @ .0765 x \$ _____ (Total Wages) = \$ _____
- Worker's Compensation _____ rate x total wages = \$ _____

H. TOTAL PARTICIPANT FRINGE \$ _____

J. INDIRECT COSTS (*include cost allocation plan or summary explaining rate*)

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

K. PROGRAM INCOME

*Expected income from sales or program services (See definition)

K. PROGRAM INCOME \$ _____

L. OTHER COSTS * (Itemize and Describe) **Cost**

_____ \$ _____
_____ \$ _____

L. TOTAL OTHER COSTS

TOTAL REQUEST FROM WIA Youth funds \$ _____

Restrictions on Amounts Requested: Total funds request is not to exceed \$125,000.00.

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

Attachments

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

Do Not Return with proposal

- Definitions under the Workforce Investment Act.
- Policies
- Forms

WORKFORCE DEVELOPMENT ACT YOUTH PROGRAM AND FINANCIAL DEFINITIONS

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. Such training should be outcome oriented and focused on a long term goal; coincide with exit, rather than short term training that is part of services received while enrolled in ETA-funded youth programs, and results in attainment of a certificate as defined in this attachment.

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 OMB Circular A-87. Such costs include: personnel costs, fringe benefits, wages for participants, insurance costs, indirect costs, material and supply costs, travel costs, staff development costs, training fees, book costs, space costs, utility costs, rental costs, maintenance costs, legal and accounting costs, auditing fees, and other costs associated with implementing services for the eligible population served.

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

Basic Skills Deficient- An individual who has English reading, writing, or computing skills at or below 8.9 on a generally accepted standardized test or a comparable score on a criterion-referenced test.

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

Construction and Property Costs- WIA Title I funds shall not be used to pay for the cost of construction or purchase of real property.

Contract- A mutually binding legal relationship obligating a commitment of both parties, including expenditure of funds. Contract bilateral instruments include: notices of awards, job orders, purchase orders, letter contracts. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301 et seq.

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 Investment Act of 1998.

Office of Employment and Training - The Kentucky state agency responsible for the administration, oversight, and policy with regard to Title I of the Workforce Investment 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 levels from the starting level measured on entry into the program (pre-test).

Eligible Youth – For the purpose of the TENCO RFP, An individual who is not less than age 17 and not more than age 21; is low-income; and meets one of the following criteria:

Deficient in basic literacy skills

School dropout

Homeless, runaway, or foster child

Pregnant or parent

Offender

Requires additional assistance to complete an education program, or to secure and hold employment

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 owns 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.

In-School Youth- An eligible youth who is/was enrolled in a secondary school including alternative education at time of WIA registration or who is enrolled in post secondary education and scores at or below 8.9.

Local Workforce Investment Board – Governing body that provides policy and oversight of Workforce Development Title I activities and ensures compliance with the expenditure of funds. Many times referred to as the WIB.

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. Is a foster child on behalf of whom State or local government payments are made; or
6. 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 Quarter After Exit Quarter-The individual is considered in the military if Department of Defense wage records for the first quarter after exit show earnings greater than zero.

Monitoring-TENCO Workforce Investment 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 Investment 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 WIA Title I (and many other federal funds) are required to comply. OMB Circular A-87 includes the cost principles and allowable costs under which government and non-profit organizations are required to comply. OMB Circular A-122 (Common Rule) is the Circular describing management of the funds, managing equipment and property, and procurement standards.

One-Stop 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 system approach. The one-stop system includes many state and federally funded organizations that provide employment and training services for the general public. In the TENCO Workforce Investment Area, one-stop 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.

Out-of-school Youth—Defined as: at time of WIA enrollment—

1. An eligible youth who is a school dropout; or
2. An eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed and is seeking employment or
3. An eligible youth planning to attend post-secondary education and scores below 8.9.

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 WIA) under a program authorized by Title I of WIA. 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 WIA.

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 investment activities.

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 at regular intervals during the program.

Pre-test—A test administered to a participant within 60 days of the date of participation.

Program Income–Income realized as the result of the sale of goods or services through the WIA 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–Defined by the State Office of Employment and Training. The definition is as follows:

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–Wages that are at least \$12.00 per hour or more than \$25,000.00 annually.

Supportive Services–Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under Title I of WIA, consistent with the provisions of Title I of WIA. TENCO Board Policy applies.

Unallowable Costs–Costs identified in OMB Circular A-87, the Workforce Investment Act, or TENCO Workforce Investment 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).

WIA-Acronym for Workforce Investment Act or Workforce Investment Area. The TENCO Workforce Investment 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 Investment 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.

TENCO WORKFORCE INVESTMENT BOARD

Policy No. 2

Effective: Revised 5/8/01 – (Effective 7/1/01)

Revised: May 3, 2004

Revised: January 1, 2006

Revised: August 27, 2008 – Effective 9/1/08

Revised: February 18, 2009

Supportive Services Policy

Mileage/Transportation:

The cost of mileage incurred by a participant receiving short-term prevocational services or training services through the TENCO Workforce Investment Board may be provided at the rate of .43 per mile or the actual cost of public transportation, up to \$20.00 per day. Mileage assistance may be available if a participant's unmet educational cost of attendance represents costs of attending school that exceed the amount available from all sources of funding. Participants may request payment for one round trip to training daily. The participant's need for mileage assistance shall be documented on the TENCO Budget Worksheet form. TENCO will not be responsible for parking fees.

When the participant requests funding assistance for the cost of public transportation or a car pool, a receipt for the cost incurred shall be provided by the driver of the vehicle and included with the participant's supportive service request form. Transportation assistance is limited to one round trip per day.

Child Care Assistance:

Funding for childcare expenses may be available to participants receiving short-term prevocational assistance or training services for children requiring all day or after school care, -through age 12. Exceptions for age limitations will be made for children with disabilities or special circumstances requiring an adult's supervision or care. The financial need for child care assistance shall be documented on the TENCO Budget Obligation Worksheet by a TENCO Career Counselor.

Childcare funding by the Workforce Investment Board will not exceed the actual cost of childcare, after consideration of other sources of childcare funding, up to the following rates:

\$11/day for one child; \$18/day for two children; \$22/day for three children; \$30/day for four or more children. Maximum amount per week is \$150.00 per week.

Childcare funding may offset the balance remaining, not to exceed a daily total specified above, after consideration of other sources of funding (state childcare assistance program or other). However, the total of all sources of childcare funding shall not exceed the actual cost of daily childcare.

Childcare services may be provided by any individual, other than a spouse or individual living in the household of the child and/or participant. All participants shall submit a childcare form signed by the childcare provider for costs incurred. The Workforce Investment Board will not be responsible for ensuring each childcare provider is paid for costs incurred. It is the responsibility of the childcare provider to collect payment for services rendered.

TENCO Workforce Investment Board

Policy No. 20

Participant Test Scores

Effective Date: December 4, 2001

Revision: June 28, 2005

Revision: February 21, 2007

WIA participants seeking assistance from TENCO Workforce Investment Area for training in degreed, diploma and/or certificate programs must receive an entrance test score of no less than 9.0 grade level in reading and mathematics prior to approval of occupational funding assistance from WIA. Test scores may be obtained from any reliable, standardized testing instrument which provides a grade level or equivalency, including: TABE, Compass, ACT, etc.—

Students scoring below 9.0 grade level or equivalent measurement will be referred for appropriate adult education or skills remediation assistance.

TENCO WORKFORCE INVESTMENT BOARD

Policy No. 7

Limitation on Costs

Effective: 06-16-03

Revision: June 28, 2005

Revision: January 1, 2006

Revisions: February 18, 2009

TENCO Workforce Investment Board will authorize payments for adult, dislocated worker and youth for **tuition, fees, textbooks, supplies/testing, and supportive services** through individual training accounts or within the contract in which they are enrolled. Contracts must adhere to TENCO's Limitation on Costs policy. The following is the limitation on funding to be provided to WIA adult, dislocated workers and youth participants.

- TENCO will approve up to a **maximum** of \$8,000.00 per year (July 1 – June 30) or per program 12 months or less. This limitation includes tuition, fees, textbooks, supplies/testing, and supportive services.

Tuition and Fees: Tuition expenses and educational fees may be paid. This applies to tuition and fees for on-campus, off-campus, and internet-based courses toward the completion of a course of study.

Text and Reference Books: To be allowable, the text or reference book must be required or recommended by the instructor of the course in which the participant is enrolled and must correspond to the subject matter of the chosen course of study. This applies to text or reference books for on-campus, off-campus, and internet based courses.

Supplies: Supplies/testing required by an educational institution to complete a field of study and/or obtain a required certification/license may be paid. Supplies must be approved by TENCO. A supply list will be maintained by TENCO staff. Excluded supplies include: firearms or weapons, ammunition, medicines, computers, and general school supplies, such as notebooks, pencils, pens.

Supportive Services: Supportive services in the form of transportation and/or child care assistance may be reimbursed to the participant at the rate identified by TENCO's policy number two.

If tuition, fees, textbooks, supplies/testing, and/or supportive service costs exceed the maximum amount allowable, the participant may select the item(s) to be paid through WIA funds and will assume the responsibility for the balance **except for Trade participants. Trade participants must have 100% of their tuition, books and required supplies paid by an outside source (grants, scholarships, WIA, Trade, Vocational Rehabilitation, Veterans, etc.) Trade participants cannot assume the responsibility for a balance in tuition, books or required supplies.**

TENCO Workforce Investment Board

Policy Number: 19

Student Transfer of Schools and Programs

Effective Date: December 4, 2001

Revision: June 28, 2005

WIA participants enrolled in occupational skills training may complete a transfer of school and/or a program of study one time during enrollment in WIA (prior approval by WIA counselor required) with continued assistance provided by TENCO Workforce Investment Board. EKOS shall include the rationale supporting the transfer of schools or program, identify the field of study or institution to which the participant is transferring, and an explanation of how the transfer will affect financial support provided by the Board (i.e. – extended enrollment period in WIA, etc.). The two year limitation of funding applies (policy #28). All funding is based upon the availability of funds.

TENCO Workforce Investment Board

Policy No. 28

Training Limitations

Effective:06-16-03

Revision: June 28, 2005

Revision: February 18, 2009

WIA participants seeking assistance from TENCO Workforce Investment Area for training services may receive a maximum of two years of funding. Exceptions will be considered if additional credit hours are required to successfully complete the approved training program and additional funding is available. Successful completion is defined as: Attainment of a credential “diploma, degree, certificate or license”.

Career Counselors and WIA Administrative staff will review the rationale for an extension of training for each individual prior to approval. All obligations and extension of obligations are based on the availability of funds.

If Trade training exceeds 104 (130 with remediation) weeks, the participant must document how they will meet their financial responsibilities without TRA benefits. Training would not longer require 100% funding, and would be based on availability of WIA funds.

TENCO Workforce Investment Board

Policy No. 8

Coordination with Pell and Other Funding Sources

Effective: November 1, 1999

Revision: June 28, 2005

Revision: February 18, 2009

WIA Career Counselors shall document a student's total cost of education and availability of grant funding prior to obligating training funds. All participants enrolled in training will be required to apply for Pell and State grants. If a student is subsequently awarded a grant, after WIA/TAA funds have been obligated, adjustments shall be made to the individual's training account, in coordination with the educational institution, if applicable.

WIA/TAA funds, up to limits established by the Board, may be allocated on behalf of a participant, whose educational costs exceed the amount available through other funding sources, excluding student loans.

TENCO Workforce Investment Board

Policy No. 29

Effective Date: July 1, 2004

Revision Date: June 28, 2005

Invoicing and Support Requests

WIA contractors, WIA participants, and WIA vendors requesting funds from TENCO Workforce Investment Area for services shall invoice within 30 days of the month in which costs occurred. Failure to produce timely invoicing may result in denial of payment and/or de-obligation of funds.

Invoices for services occurring in June must be submitted within 15 days.

**TENCO WORKFORCE INVESTMENT AREA
WORKFORCE DEVELOPMENT YOUTH PROGRAM
WORK EXPERIENCE OPPORTUNITY WORKSITE AGREEMENT**

The purpose of this Agreement is to provide an opportunity for _____, hereinafter referred to as “employer”, to provide Work Experience opportunities for participants in the capacity (ies) indicated within the attached training plan. Work Experience may be conducted at private or public non-profit or for-profit organizations.

As a result of participation in this component, the participant will receive compensation for all hours of participation authorized by the program instructor and authorization of work experience by TENCO Workforce Investment Board (funding agency). The compensation will be made by _____, hereinafter referred to as the “contractor”. In no event shall compensation exceed 40 hours per week.

By virtue of signing this Agreement, the “employer” and the “contractor” agree to provide Work Experience opportunities in accordance with the terms and requirements herein.

1. The “employer” agrees to provide a learning experience for participants placed into this component. Such activities shall provide for a learning experience incorporating training to teach skills not previously acquired by the participant.
2. The “employer” agrees to notify the “contractor” or its representatives of problems that arise during the term of participant training.
3. The “contractor” or its representatives will provide assistance to both the participant and employer to ensure that the participant is provided training to improve his/her vocational and technical skills.
4. The “employer” agrees to provide the “contractor” with information related to time and attendance of participants located at the employer’s site. Representatives of “the funding agency” will be authorized to receive participant progress and attendance information. The “contractor” will provide payroll information to TENCO Workforce Investment Area for reimbursement of work experience wages.
5. The “contractor” agrees to pay work experience wages directly to participants on behalf of the “employer”. Participants will be paid at the same rate as similarly situated employees in the same position within the organization. TENCO Workforce Investment Area will provide reimbursement to the employer upon receipt of a contract invoice containing the following information: participant name, attendance/time records, amount of gross wages paid, costs incurred by employer for worker’s compensation, unemployment insurance, and FICA.
6. It is the intent of this program to provide participants with experience in career fields of interest to the participant served, to provide an opportunity for the participant to complete entry-level tasks in a specific occupation, provide training necessary to guide the participant through the completion of assigned tasks, and inform the participant of employer expectations. Upon successful completion of work experience, the “employer” may hire the participant for work to be conducted outside of the scope of this agreement between the “contractor”, “employer”, and “the funding agency”.

Period of Agreement: _____ to _____.

**WORKFORCE DEVELOPMENT – YOUTH PROGRAM
WORK EXPERIENCE WORKSITE TRAINING PLAN**

Participant Worksite Training Plan

Participant's Name _____ SS# _____

Employment Period _____ to _____

Work Schedule: Hours per Week _____ Hourly Rate of Pay \$ _____

Daily Work Hours _____

Total Hours to be Completed _____

Job Title _____

Job Description _____

Employer to identify the minimum level of performance expected upon completion of training.

Technical Skills: (i.e. Computer skills, job knowledge, use of equipment, etc.)

Employment Skills: (i.e. Punctuality, attendance, interpersonal skills, etc.)

Customer Service Skills: (i.e. Communication skills, friendliness, helpfulness, etc.)

Employer Representative Signature

Date

Contractor Representative Signature

Date

Participant Signature

Date

WIA youth Wksite Agrmt -Training Plan

Buffalo Trace A.D.D.
P.O. Box 460
Maysville, KY 41056
(606) 564-6894

TENCO WORKFORCE INVESTMENT AREA
YOUTH CONTRACTOR REIMBURSEMENT INVOICE

WIA Invoice
 Rev. July 2005

Service Provider Name: _____
 Address: _____
 Contract #: _____

Invoice #: _____ # of Participants: _____
 # Youth In-School: _____
 # Youth Out-of-School: _____

Contract from _____ to _____

FOR WIA USE:
 Amount Paid: \$ _____ In-School Youth
 Amount Paid: \$ _____ Out-of-School Youth

PAYMENT REQUEST:

| REQUEST PERIOD | | Program | | | TOTAL | | |
|----------------|----|-----------------|---------------------|---------------|------------------|-----------------|-------------------|
| | | Budget \$ _____ | | | Budget \$ _____ | | |
| From | To | Request | | Total Request | Previous Balance | Current Request | Balance Remaining |
| | | In-School Youth | Out-of-School Youth | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Attach all documentation. Send the ORIGINAL to the address listed at the top of this form. Retain one copy of the full invoice for your records. This form is to be used with each billing and submitted within 30 days of the last day of the month of the request. The final, June invoice, is due 15 days from the end of the month.

SERVICE PROVIDER

I certify that this information is correct and in compliance with the approved contract budget.

 Authorized Contractor Signature Date

FOR WIA OFFICE USE ONLY

I certify that the invoice is approved for payment in the amount of \$ _____.

 Authorized WIA Staff Date

