



**Region III Workforce Development Board
Of
Kanawha County**

405 Capitol Street, Suite 506
Charleston, WV 25301

**REQUEST FOR PROPOSALS
FOR
OUT-OF-SCHOOL YOUTH PROVIDERS**

**FUNDING PERIOD: JULY 1, 2021 – JUNE 30, 2022
(Program Year 2021)**

**RESPONSES DUE:
Friday, June 4, 2021 by 4:00pm**

**Bidders Conference:
Wednesday, May 19, 2021
10:00 am – 12:00 pm**

**Join via WebEx or in person:
405 Capitol Street, Suite 506
Charleston, WV 25301**

(WebEx Link will be provided after receipt of Letter of Intent to Bid)

Attendance is MANDATORY

The Bidders Conference will begin promptly at 10:00 am. Admittance will not be granted for late arrivals.

TABLE OF CONTENTS

SECTION I.	PURPOSE, FUNDING AND SCHEDULE	3
SECTION II.	BACKGROUND AND GOVERNANCE	5
SECTION III.	WIOA REQUIREMENTS	8
SECTION IV.	PROGRAM MODELS AND SERVICES	11
SECTION V.	PERFORMANCE OUTCOMES, REPORTING AND TRACKING	15
SECTION VI.	SOLICITATION, PROCESS AND TERMS	18
SECTION VII.	SUBMISSION REQUIREMENTS AND INSTRUCTIONS	22
SECTION VIII.	FINANCIAL INFORMATION AND BUDGET	26
ATTACHMENT A.	WIOA DEFINITIONS	29
ATTACHMENT B.	WIOA 14 YOUTH ELEMENTS	31
ATTACHMENT C.	REQUIRED FORMS	33
ATTACHMENT D.	OUT-OF-SCHOOL BUDGET & COST ALLOCATION PLAN	43
ATTACHMENT E.	SIGNED ASSURANCES AGREEMENT	58
ATTACHMENT F.	RESPONDENT'S CHECKLIST	64

SECTION I. PURPOSE, FUNDING AND SCHEDULE

A. Purpose of Request for Proposal

The Region III Workforce Development Board of Kanawha County (“WDB-KC”) announces the release of Workforce Innovation and Opportunity Act (WIOA) funding to organizations providing workforce development services for young adults in Kanawha County. The purpose of this solicitation is to identify and fund organizations that will design innovative programming and comprehensive services that result in Out-of-School youth (OSY), ages 16-24, achieving academic and employment success.

This RFP describes the specific WIOA services the WDB-KC seeks and sets forth application requirements for eligible OSY providers. The WDB-KC will evaluate all timely submitted proposals and competitively award contracts to OSY affiliated providers whose submissions are most responsive to the need for services described herein.

B. Available Funding and Performance Period

The WDB-KC will award WIOA funds to one or more entities that demonstrate an ability to effectively deliver and manage services as described herein. It is the expectation of the WDB-KC that respondents will be proficient in their understanding of the WIOA and subsequent regulations. All proposals must be comprehensive and address the full scope of services or demonstrate a partnership with other entities that together will deliver the full scope of services contemplated by this RFP.

The WDB-KC anticipates funding grant agreements effective July 1, 2021 through June 30, 2022. The WDB-KC reserves the right to renew grant agreements for up to two additional one-year periods based on the delegate agency’s achievement of benchmarks, funding availability, ability to leverage funds, compliance with WIOA and the proposed renewal’s conformity with the WDB-KC’s vision for the Kanawha County Workforce System.

At the time of issuance of this RFP, the WDB-KC has not been informed of the WIOA funding allocation for the Program Year 2021. Based on previous allocations, the WDB-KC anticipates awarding approximately \$327,600.00 in total WIOA Youth Formula funding for services from July 1, 2021 through June 30, 2022. Service Providers may not carry over funds; however, any additional funds available may be passed down at WDB-KC’s discretion. Additional funds received by the WDB-KC may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the discretion of the WDB-KC.

C. Schedule of Events

RFP Release	May 3, 2021
Bidders Conference	May 19, 2021
Proposal Deadline (not subject to change)	June 4, 2021
Staff/Review Committee Rating	June 2021 (Date TBD)
Youth Committee Approval	June 2021 (Date TBD)
Recommendation to WDB-KC	June 15, 2021
Award Letters and Scheduling of Contract Negotiations	June 19, 2021
Program Year 2021-2022 Contract Begins	July 1, 2021

D. Eligible Respondents

Any governmental, not-for-profit, educational institution or for-profit entity properly operating in accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration.

Additionally, respondents must be eligible to do business with Kanawha County and the State of West Virginia. Further, to receive consideration, a respondent must have a direct service location within Kanawha County, or identify a location in their proposal that will be secured for occupancy as of the grant agreement start date if the respondent is selected and awarded a grant. Respondents must indicate the full address for their Board members, administrative offices and each proposed service location identified in their proposal.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations with whom they will collaborate to enhance the project design. Before funding, partnerships will have to be firmly established by means of a formal Memorandum of Understanding (MOU). The MOU, whether developed as an umbrella agreement with a variety of agencies, or independently with a particular partner must contain, at a minimum the following information:

Any collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership
- State the roles and responsibilities of each collaborator
- Include an organizational chart for each organization and for the collaborative
- Describe how funds will flow within the collaborative
- Identify the percentage of each partner's fiscal responsibility
- Identify the qualified fiscal agent for the collaborative partnership
- Describe the method of referral between partners
- Duration of the MOU and procedures for amending the MOU
- Other provisions as agreed upon by the parties to the MOU

If your proposal involves a partnership, both partners are required to include the latest financial audit performed by an independent auditing firm. Audits prepared internally will not be accepted. The WDB-KC reserves the right to request additional information on any findings included in the Audit. This may include, but not be limited to reviewing the corrective actions or the audit resolutions that have been implemented by the auditee.

Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal or State department/agency; 2) have existing grants with any State, County or City agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the West Virginia Department of Revenue or the Federal Internal Revenue Service requirements.

SECTION II. BACKGROUND AND GOVERNANCE

A. Workforce Innovation and Opportunity Act Overview

The Workforce Innovation and Opportunity Act (“WIOA”) was enacted by the Senate and House of Representatives of the United States of America in Congress, by the One Hundred Thirteen Congress of the United States of America, at the Second Session, on Friday, January 3, 2014, by wide bipartisan majority.

WIOA amends the Workforce Investment Act (“WIA”) of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth.

Guidance in the form of both Training and Employment Guidance Letters (TEGLs) and Training and Employment Notices (TENs) are in effect; additional guidance may be issued moving forward. Programs funded under this RFP must be prepared to make some adjustments in programming to comply with future regulations.

WIOA is a federal program funded through the U.S. Department of Labor and the State of West Virginia. WIOA is the main source of federal funds for workforce development activities throughout the nation. WIOA funding is used to serve two primary customers – businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by USDOL and the respective state oversight agency.

While WIOA maintains the goal of assisting individuals to find and retain jobs through provision of employment and training, education and support services, there are some key changes under the WIOA Title I Youth Services. These include: increasing the percentage of funds to be spent on Out-of-School Youth (OSY) from 30% to 75%, extending the OSY maximum age limit from 21 to 24 years, and streamlining the process of eligibility. In addition, under WIOA, 20% of funds must be spent on activities related to work experience. In light of these changes, the WDB-KC will focus this RFP on OSY services ages 16-24, with a priority on programs featuring career pathways and work-based learning activities.

The overall Vision of WIOA:

- A job driven public workforce system contributing to a diverse, strong, growing economy by responding to the workforce needs of regional and local businesses and other employers to ensure positive employment outcomes for job seekers.

The overall Mission and Goals of WIOA:

- Increase access to workforce opportunities
- Support the alignment of workforce investment and improve the quality of labor market relevance, education, and economic development system
- Promote improvement in the structure and delivery of services
- Improve the quality of the workforce
- Meet the skill requirements of employers
- Enhance the productivity and competitiveness of the Nation

- Increase the prosperity of workers and employers
- Increase economic self-sufficiency
- Reduce welfare dependency

WIOA requires State and local areas to enhance coordination and strengthen partnerships with local entities and supportive service agencies for strengthened service delivery through the mandated core partners:

- Workforce WV
- Adult Education and Literacy
- Division of Rehabilitation Services

B. Overview of the Region III Workforce Development Board

The Region III Workforce Development Board (WDB-KC) is a non-profit administrative agency. The WDB-KC has program and administrative responsibility for all WIOA services provided in Kanawha County. The WDB-KC has statutory responsibility for the local implementation of WIOA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce. The WDB-KC provides leadership, strategic planning, policy direction and oversight for WIOA services in Kanawha County.

C. Youth Vision and Statement of Principles:

Youth Vision:

The Region III WDB-KC and the Youth Committee envision a system where all young adults in Kanawha County are able to easily access a comprehensive and integrated set of education and training supports that increase the number of young adults productively engaged in the workforce, thereby increasing self-sufficiency and reducing poverty. The WDB-KC seeks to be a leader in empowering young adults who are disconnected from school or work, ages 16-24, to obtain employment, re-engage in school, prepare for post-secondary education and/or connect to industry-focused education and training programs. Through this Request for Proposal (“RFP”), we aim to: a) fund direct services for youth supported by a diverse mix of (leveraged) funding, and b) extend our reach through strategic partnerships with other youth- serving organizations.

Youth Mission:

To empower disconnected youth by providing opportunities to engage in continuing education, employment, and support services so that they will become self-sustaining individuals in the 21st century economy.

Youth Goals:

The WDB-KC seeks to:

- 1) Align youth-serving institutions in order to ease access, reduce duplication, close service gaps and promote collaboration;
- 2) Decrease the number of disconnected youth through successful attachment to the labor market, entry into career pathways, increased education and/or work experience; and
- 3) Improve outcomes for youth and young adults through: placement in employment or education and attainment of industry-recognized degrees or certificates.

We will invest in programs that employ best practices and incorporate concepts and approaches of (1) youth development that meet the psycho/social/economical needs of young people, (2) education and workforce strategies, and (3) wrap-around services with particular focus on employment outcomes. Specifically, the WDB-KC will support projects that:

- Employ proven recruitment strategies to effectively outreach, engage, enroll and retain out-of-school youth.
- Demonstrate meaningful partnerships with accredited higher education institutions, employers in high growth industries and other relevant organizations and service providers that support jobs, internships and educational opportunities for youth.
- Provide a continuum of services that allows participants to progress along (TASC/High School diploma attainment), matriculation into post-secondary education/training and placement into employment with a career path.
- Provide long term career development services such as occupational training leading to unsubsidized employment in high demand industries with wage progression.
- Employ career pathways models, with structured sequences of activities and multiple entry and exit points that provide adequate supportive services to meet the wide range of barriers of various youth populations.
- Provide alternative education programs that allow participants to obtain high school diplomas/TASC and offer college/career preparation for students who are disconnected from school.
- Include innovative post-secondary bridge programs designed to accelerate credentials and skill building, such as use of contextualized and integrated curriculum and instruction.
- Use structured work-based learning, such as paid work experiences, pre-apprenticeship programs, and career exploration, while providing maximum opportunities for youth to learn theoretical and practical skills relevant to their career interests.
- Provide early introduction and exposure to post-secondary education and careers (such as dual enrollment strategies) while allowing youth to establish career goals and interests, and to experience improved educational and employment outcomes.
- Provide intensive case management and support services, including financial literacy education, to help youth overcome complex barriers and to successfully complete programs, and secure and retain employment.
- Use life and socio-emotional learning skills to better equip youth with non-cognitive abilities needed for successful employment.

- Demonstrate investment in long-term follow-up with participants upon program completion, for a minimum of 12 months, to ensure continued support and success in post-secondary education, training, or employment.
- Utilize partnerships and collaborations to ensure a seamless continuum of services.

SECTION III. WIOA REQUIREMENTS

The following requirements apply to all young adult service respondents funded under WIOA. The WDB-KC seeks proposals demonstrating collaborations with other agencies in order to access an appropriate range of services for participating youth. Proposals are expected to demonstrate capacity to fulfill all service requirements and may do so by utilizing partnerships.

A. WIOA Program Requirements

Section 129(c)(1) of the Workforce Innovation and Opportunity Act states that funds allocated to youth service providers shall be used for the following program design:

1. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, in which the assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and development needs of such participant.
2. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate services for the participant taking into account the assessment conducted.
3. Provide:
 - a. Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential;
 - b. Preparation of postsecondary educational and training opportunities;
 - c. Strong linkages between academic learning and occupational learning;
 - d. Preparation for unsubsidized employment opportunities; and
 - e. Effective connections to intermediaries with strong links to the job market and local, regional employers.

The following is a list of fourteen (14) required services local programs must, at a minimum, provide to youth per Section 129(c)(2) of the Act. If a provider does not directly provide the services listed, it must demonstrate the ability to make seamless referrals to appropriate providers of such services. The grantee will have primary responsibility for ensuring that each participant receives the full continuum of services.

1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, including summer employment opportunities, internships, pre-apprenticeship programs, job shadowing and on the job training opportunities;
5. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations;

6. Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
7. Supportive services;
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow-up services for a minimum twelve (12) month period;
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to meet the needs of the individual youth;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in demand industry sectors and occupations;
14. Activities that help youth prepare for and transition to postsecondary education and training.

B. Participant Eligibility

Funds awarded through this RFP will be used for WIOA eligible OSY ages 16-24 seeking workforce services. Individuals eligible for services must meet the following criteria:

- A. Meet the general WIOA eligibility criteria:
 1. Authorized to work in the United States; and
 2. Registered for the Selective Service, if applicable.
- B. Out-of-School Youth: An “out-of-school youth” shall be eligible to participate in these programs if such an individual is:
 1. Not attending any school (as defined under State law); and
 2. Not younger than age 16 or older than age 24 at the time of eligibility determination; and
 3. One or more of the following:
 - a. A school dropout.
 - b. 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.
 - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is:
 - i. Basic skills deficient (The definition of deficient in basic literacy skills is an individual who computes or solves programs, reads, writes, or speaks English at or below a grade level of 8.9.); or
 - ii. An English language learner.
 - d. An individual who is subject to the juvenile or adult justice system.
 - e. A homeless individual, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under the Social Security Act, or in an out-of-home placement.
 - f. An individual who is pregnant or parenting.
 - g. A youth who is an individual with a disability.
 - h. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold

employment. SPECIAL RULE: the term “low-income”, used with respect to an individual, also includes a youth living in a high-poverty area.

C. Career Pathways

WIOA places a strong emphasis on Career Pathways as defined as, “a combination of rigorous and high quality education, training and other services that:

- Aligns with the skill needs of industries in the economy of the State or region involved;
- Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- Includes counseling to support an individual in achieving the individual’s education and career goals;
- Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- Organizes education, training and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- Enable an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- Helps an individual enter or advance within a specific occupation or occupational cluster.”

D. Work-Based Learning

WIOA requires that not less than 20% of funds allocated to the local area must be spent on activities supporting paid and unpaid work experience include an academic and occupational education component. This may include summer employment and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training opportunities. Accordingly, the WDB-KC requires that **all programs incorporate work-based learning strategies and devote 20% of their budget to these initiatives**. According to the Training and Employment Guidance Letter WIOA No. 23-14, Operating Guidance for the Workforce Innovation and Opportunity Act, “program expenditures on the work experience program element include wages as well as staffing costs for the development and management of work experience.” These work-based learning strategies must serve as a next step in career development, whether the desired outcome is employment or enrollment in postsecondary education or advanced training. *(The WDB-KC reserves the right to change the required percentage of work-based learning upon award.)*

SECTION IV. PROGRAM MODELS AND SERVICES

The WDB-KC envisions funding programs that incorporate best practices for serving OSY. Successful program models for OSY should be designed to assist young adults on an individual basis. All program models must be designed to equip youth with work readiness preparation, academic instruction, and occupational skills training, career exploration and development. Successful models will provide an array of services that will ultimately launch young adults on a meaningful career pathway with sustainable employment.

Recognizing that youth enter the public workforce system with varying academic levels, interests, and needs, the WDB-KC identified four (4) program models that best capture the needs and services for young adults. Respondents are asked to utilize the program models below, based on individual participant needs, and should utilize them as building blocks for sustainable career pathways.

1. Alternative Education Model:

Target Group: Youth who do not have a high school diploma or TASC

Objective: To provide youth with resources and training that leads to portable credentials (high school diploma/TASC) and starts them on a career pathway

Anticipated Outcomes: Attainment of TASC or high school diploma, math and reading gains, attainment of credentials, entrance into employment or postsecondary education

The alternative education model is designed to serve OSY who do not have a high school diploma or TASC. This model features intensive training to prepare individuals for the TASC or diploma granting programs. Program designs must demonstrate comprehensive service strategies to meet the wide array of needs posed by participating youth. Responsive program designs will demonstrate effective outreach strategies to recruit youth and should feature linkages to the public school system for recruitment and outreach. This model also features a strong academic remediation curriculum to ensure skills gains in reading and math.

Effective programs will offer supportive services for targeted populations, such as, transportation and connections to housing and other social services such as access to court advocacy. These services may be provided by the program's case manager or through collaborations with other agencies.

In addition, applicants under this program model should provide a strong school-to-career/college framework. Providing an early introduction and exposure to postsecondary education/careers and career exploration activities that allow youth to establish career goals is required. Job readiness training, work-based learning opportunities such as paid and unpaid work experience, and services to assist youth in applying for college as well as succeeding in college, should be included in this design. A postsecondary bridge strategy, such as remedial/developmental class preparation, which allows youth to take college level courses upon entry into community colleges, is also encouraged.

While attainment of a TASC or diploma is a top priority, services strategies **must reach beyond the TASC or diploma completion to support youth entry into postsecondary education/training, or into employment along a career path that will lead to economic security.** Collaboration with employers and/or higher education institutions is strongly encouraged to emphasize career planning and access to postsecondary options for youth. Applicants must demonstrate clear transitional strategies into postsecondary education/training and/or employment for participating youth.

Respondents are expected to include components of the postsecondary education/training, youth employment and/or sector-based training models (described below) in their Alternative Education Model.

2. Postsecondary Education/Training Model:

Target Group: Youth and young adults with a high school diploma or TASC

Objective: To provide academic or occupational training and services that help youth apply, enroll, and succeed in postsecondary education or training

Anticipated Outcomes: College acceptance and enrollment, certificate/credential attainment and placement within a training related industry

The Postsecondary Education/Training Model is designed to serve youth who already have a high school diploma or TASC and are interested in further education or advanced training. This program model features college preparation services such as test preparation, academic skills training, study skills seminars, college tours and assistance with financial aid and the college application process, as well as general career exploration and job readiness training. This model includes high quality instruction, academic and social support aimed at preparing youth for successful entry into and progress through postsecondary education and training. Respondents must outline strategies that help youth to pursue, enroll, persist, and complete postsecondary education programs.

Youth pursuing training or certificate programs must also be provided with placement assistance. Training should be in a high demand industry and may be paid through the use of an Individual Training Account (ITA) (see Training Services further discussed in this section). Effective programs should have a strong history of success placing youth within their field of study. Applicants must demonstrate a strong connection between the provision of postsecondary education/training and available jobs with a living wage.

Successful programs will feature strong collaborations with postsecondary institutions and employers.

3. Sector-Based Training Model:

Target Group: Youth and young adults with interest in a particular industry

Objective: To provide youth and young adults with the academic and technical skills needed to secure employment within a particular high demand industry

Anticipated Outcomes: Attainment of credentials, placement within the targeted industry or entrance into postsecondary education within the targeted industry

The Sector-Based Training Model is designed for youth and young adults with an interest in and aptitude for a career within a particular industry sector. Sector-based training models may include pre-apprenticeships and must target jobs in industries that align with labor force needs or with projected growth and demand in the Kanawha County area. These programs feature career exploration, academic and occupational skills training, job readiness, and practical work experience within a specific industry. The sector-based model results in the mastery of technical skills required for employment and the attainment of recognized certification(s) that are portable and stackable. Applicants may utilize contextual learning strategies designed to develop basic and occupational skills simultaneously, thereby facilitating job placement and retention. Programs must work with their local employers and/or training providers to train a strong pipeline of skilled workers.

The programs will deliver academic instruction and skills training services in one seamless program. Participants receive relevant classroom-based and hands-on instruction. All programs must have active participation from industry representatives in program design, screening of candidates, curriculum development, instruction hands-on experiences and field trips, job shadowing, internships and placement into advanced education and/or related employment. Programs also provide case management, job readiness and seeking skills, and job placement assistance and retention services.

This model must also feature work-based learning experiences within the specific sector which are structured opportunities for youth to learn and engage in career opportunities that incorporate education and employment activities. This can take the form of unpaid and paid experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on the job training.

Successful models must feature strong collaboration with industry and business leaders in the design and delivery of the training. Evidence of employer involvement in the design and delivery of the program is strongly encouraged.

4. Youth Employment Model:

Target Group: Young adults in need of employment

Objective: To prepare and place youth and young adults in employment along a career path

Anticipated Outcomes: Credentials, entrance into employment along a career path, job retention

The Youth Employment Model is designed to assist individuals interested in gaining employment to attain the work readiness skills necessary to succeed in the workplace, including helping individuals to gain industry recognized credentials, with a focus on finding and retaining unsubsidized employment.

Employment programs will feature career exploration, job readiness/soft skills development, career planning and work-based learning (including on the job training) that provide maximum opportunities for youth to learn theoretical and practical skills relevant to their career interests. Employment programs should be grounded in a comprehensive assessment of each participant's employment history, experience, as well as career interests, skills, and abilities. Assessments should be used to create a career goal that generates quality job matching, wage progression, and career ladder opportunities.

Soft skills components may include but are not limited to interpersonal skills such as teamwork, communication, and punctuality to better equip youth with non-cognitive skills needed to succeed in jobs. Job readiness components may include resume preparation, job search, and interviewing skills.

Basic skills remediation and tutoring are also important components of the employment model as youth may need to improve their skills in order to obtain and advance on a job. Respondents must ensure access to these services in their responses.

This model may also feature work-based learning experiences, which are structured opportunities for youth to learn and engage in hands-on, practical work experiences. This can take the form of unpaid and paid experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on the job training.

Youth within this model may also be eligible to receive specific skills training funded separately through an ITA or on the job training (OJT), described further in this section. It is the responsibility of the selected respondents to facilitate the ITA/OJT, maintain contact with the youth while participating in training and

ultimately assist the youth in securing employment. It is important to note that temporary jobs or part time jobs may be a strategic first step for some youth and some occupations. Respondents must demonstrate that these employment outcomes are just the first step on a career pathway continuum and encourage and assist youth to obtain full-time, permanent employment.

Strong relationships with businesses and proven placement strategies must be incorporated into this model.

5. Training Services (Available to participants in all models):

Youth who have been determined suitable for training, may also access training with an Individual Training Account (ITA). This enables the youth to choose among certified training providers. Training services are offered from training providers who must be certified and on the Statewide Training Provider list with Workforce WV. Youth may utilize a Youth ITA, or if eligible and funding available, may utilize a WIOA-Adult ITA.

Youth may also be appropriate for on the job training (OJT) opportunities. OJT is training by an employer to a participant while engaged in productive work in a job that provides knowledge and skills essential to the full and adequate performance of the job; provides wage reimbursement to the employer; and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the individual, and the service strategy of the participant. **Funds budgeted toward OJT can count toward the 20% work-based learning requirement.**

6. Customer Flow and Capacity Level

The WDB-KC envisions quarterly enrollment periods whereas contractors may allot time specifically for enrollment and orientation periods; but must allow for open enrollment as needed. Orientations for the youth program should include work readiness skills, financial literacy training, entrepreneurial skills training, labor market and employment information about in demand industry sectors and occupations. The WDB-KC expects contractors to establish and maintain a capacity level of open youth cases. As youth exit the program, contractors must be able to quickly enroll new eligible youth into the program. Successful respondents must strategize on how to manage customer flow to meet the needs of youth and young adults within their program model and achieve performance measures.

7. Other Required Program Components:

The following contains a list of program components, that must be provided within the program model, to all program participants.

All Respondent programs must:

1. Conduct creative outreach and recruitment activities to identify participants for the program allowing for a pool of eligible youth participants;
2. Complete a thorough intake interview, collect eligibility documentation, and determine eligibility for enrollment into the program;

3. Conduct individual assessments that are comprehensive in nature, and can accurately identify a plan to provide services that are necessary and appropriate for the eligible youth to be successful in completing an academic program or entry into a career path;
4. Provide academic skills remediation for youth who test at or below 8.9 grade level in reading and/or math;
5. Conduct career exploration activities with structured opportunities to explore a range of career options in a particular industry, thereby developing work-readiness and industry-relevant competencies;
6. Develop individual service strategies (ISS) that address the needs identified through the comprehensive assessment, in a manner that is appropriate to the individual, developmental needs of each youth, and follows clear timelines in which to be completed;
7. Provide supportive services as appropriate and identified in the youth ISS;
8. Facilitate the coordination of individual training accounts (ITAs) and On-the-Job Training (OJTs) for youth as appropriate;
9. Define the terms of participant success for each service delivered;
10. Work with employers in the development and structure of work experiences that match the skills and interests of youth participants, and address the specific needs of both the youth and employers;
11. Fulfill the role of Employer of Record and coordinate all payments for services for youth (payroll/stipends/supportive services);
12. Develop effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment;
13. Maintain contact and active engagement with participants to ensure there are no gaps in service;
14. Maintain current progress of participant activities by entering the data into the Statewide reporting system, currently the Workforce WV MACC system;
15. Utilize records made available by Workforce WV and various partners to effectively deliver services to youth;
16. Provide follow up services for a minimum of twelve (12) months after exit from program;
17. Comply with the Uniform Administrative Requirements and the Cost Principles as delineated in Title 29 of the Code of Federal Regulations Part 95 or Part 97 as the applicable Office of Management Budget circulars.

SECTION V. PERFORMANCE OUTCOMES, REPORTING AND TRACKING

A. WIOA Performance Requirements

WIOA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas. Program proposals should be designed to achieve the measures listed on the following chart.

It is important to note that once an individual is registered into WIOA, the participant will also be counted in the federal WIOA performance measures. Selected Respondents will be required to meet performance measures based on the new WIOA rates as negotiated by Workforce WV and the Department of Labor.

WIOA Performance Measure	Definition	PY 2020 Goal	PY 2021 Goal
Youth Placement in Employment/Education	The percentage of youth who are in education/training activities or in unsubsidized employment in the 2 nd Quarter after Exit	56.0%	56.0%
Youth Retention in Employment/Education	The percentage of youth who are in education/training activities or in unsubsidized employment during the 4 th Quarter after Exit	65.0%	65.0%
Credential Attainment	The percentage of youth who obtain a recognized postsecondary credential or secondary school diploma/TASC during participation or within 1 year after Exit	70.0%	72.0%
Skills Gains	The percentage of youth who are in an education/training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains	30.0%	30.0%

In addition to the federal performance measures, selected respondents will set real time outcome goals with the WDB-KC on the following:

- Enrollments
- TASC/High School Diplomas
- Credentials and Certificates earned
- Youth participating in work based learning experiences
- Placements into unsubsidized employment
- Placements into training related employment
- Placement into postsecondary education
- Placement into advanced training
- Persons exiting the program with a positive outcome

B. Data and Customer Tracking Systems

The MACC (Mid-Atlantic Career Consortium) system is the current web-based, state-managed database system that supports workforce systems in WV. The successful applicant will be required to use the MACC to record and track all participant activities, including services rendered and outcomes achieved.

In addition to reporting and tracking participants through the MACC, contractors must submit monthly reports that document participant activities and outcomes on key benchmarks.

C. File Records, Retention and Ownership

Selected Respondents must retain program files and records, including participant files and records, in compliance with Federal and State WIOA requirements, and the WDB-KC's record retention policies. Selected Respondents must maintain and secure accurate case files for every WIOA-registered participant. Each individual case file must contain a variety of documentation including, but not limited to:

- Program eligibility/determination of need;
- Assessment data;
- Individual Service Strategy (ISS);
- Regular updates (minimally every 30 days);
- Progress reports;
- Time and attendance sheets (training services); and
- Case notes

Selected Respondents must allow local, state and federal representatives to access all WIOA records, program materials, staff, and participants. In addition, Respondents are required to maintain all WIOA records for three (3) years, then retained by WDB-KC for an additional three (3) years.

D. Oversight, Evaluation and Planning

The WDB-KC will monitor and evaluate selected respondents to determine if employers and participants are receiving the most comprehensive, streamlined set of services. We must also ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation may also be conducted periodically the U.S. Department of Labor, Workforce WV, and any other agency that provides funds used by the WDB-KC to contract for services in the Kanawha County area.

E. Accessibility and Equal Opportunity

The WDB-KC is committed to equal access for all Kanawha County participants to all services. All bidders must ensure equal opportunity to all individuals. No individual in the WDB-KC's area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity, national origin (including limited English proficiency), age, disability, political affiliation or belief. All bidders are expected to demonstrate full compliance with the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008 and all other equal opportunity laws. This involves ensuring that staff receives accessibility training and may involve developing accessibility plans to ensure persons with disabilities have full access to services and programs. All respondents must ensure all written materials and communications include the statement:

“Auxiliary aids and services are available upon request to individuals with disabilities. An Equal Opportunity Program/Employer”

SECTION VI. SOLICITATION, PROCESS AND TERMS

A. Period of Solicitation

This RFP will be released on Monday, May 3, 2021. The deadline to submit a response to the RFP is Friday, June 4, 2021 no later than 4:00 p.m.

B. RFP Inquiries, Questions and Answers

The primary mode of communication between the WDB-KC and potential bidders will occur via email youthrfp@region3wibkc.org. Questions pertaining to the RFP may be submitted in writing via email at youthrfp@region3wibkc.org. All questions will be addressed at the Bidders' Conference. **Questions will not be answered over the phone or in person.**

C. Bidders Conference

The WDB-KC will host a Bidders Conference for all prospective Respondents to this RFP. Only Respondents who submitted a Letter of Intent to Bid will be granted admittance. At this session the WDB-KC staff will review program information, key proposal requirements, contract terms and conditions and respond to questions. Other than during the Bidders Conference, staff members are unable to provide assistance. The Bidders Conference will be held:

Wednesday, May 19, 2021

10:00am

405 Capitol Street, Suite 506

Charleston, WV 25301

And via WebEx (link will be provided after receipt of Letter of Intent to Bid)

Attendance in-person OR via WebEx is MANDATORY.

The Bidders Conference will begin promptly at 10:00am. Admittance will not be granted for late arrivals.

D. Proposal Review and Evaluation Process

Applications will be evaluated by a team of reviewers, which will include Youth Committee members and WDB-KC Board members. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause the WDB-KC to deem the proposal non-responsive and thus ineligible for review.

1. Fiscal Review

The WDB-KC will also conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, independent audits, leveraged funds and responses to questions related to fiscal operations. The WDB-KC reserves the right to review and request further information

regarding the Respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The WDB-KC reserves the right to assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other even that might affect an organization's ability to operate the requested program.

2. Past Performance Review

Through this process, the WDB-KC will review a Respondent's performance on any previous and/or existing WDB-KC grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes (i.e. number of enrollments, job placements and retention of enrollees), along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review team will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the WDB-KC may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of that funding.

The review team's findings will comprise the final funding recommendations to the Youth Committee, WDB-KC Board, and Kanawha County's Chief Local Elected Official.

After analyzing all the above data, including the geographic distribution of the program to ensure community access for Kanawha County residents, the WDB-KC will select respondents for recommendation to the Youth Committee and WDB Board for approval. Once approved by the Board, the WDB-KC may award grant agreements to successful respondent(s).

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs, will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to non-responsive language in the submission, failure to clearly address all areas in the project narrative as required, lack of required documentation, and proposing programs which do not address the specific needs of the population being targeted.

E. Evaluation Criteria

The WDB-KC is not required to contract with the entity receiving the highest average score as a result of the proposal review process. Proposals evaluated with an average score below 70 of a possible 100 points will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The WDB-KC reserves the right to contract with any respondent that falls within the acceptable point range.

All proposals will be scored according to the evaluation criteria and rank ordered from highest to lowest score. A recommended funding level will be determined based on previous funding allotments and availability of funds, approximately \$327,600.00.

Criteria	Point Value
Organizational History and Experience	10
Staffing Plan, Qualifications, Professional Development and Experience	15
Program Description	35
Past Performance and Planned Outcomes	20
Fiscal	20
Total Points Available	100

F. Limitations

The WDB-KC shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate the WDB-KC to award a contract. The WDB-KC reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the WDB-KC to do so. The WDB-KC will require successful applicants to participate in contract negotiations prior to contract finalization. The WDB-KC shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

G. Disclaimers

All contract awards by the WDB-KC, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to the final authorization by the WDB-KC and the execution of a contract.

The WDB-KC also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase/decrease funding levels for delegate agencies selected pursuant to this RFP, based on the availability of funds and the delegate agency’s performance, effectiveness and other details
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other even might have on an organization’s ability to operate a proposed program.

H. Notice of Award

All respondents will be notified by mail as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to the WDB-KC’s Youth Coordinator at youthrfp@region3wibkc.org. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

I. Protest Procedures to Resolve Procurement Disputes

Any applicant desiring to protest a determination concerning this RFP must file a protest with the WDB-KC no later than five (5) calendar days following the WDB Board vote. All protests shall be submitted in writing to youthrfp@region3wibkc.org must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The WDB-KC shall resolve any protest based upon the written protest and any oral and written response thereto provided by the WDB-KC staff, in conjunction with the Board's consideration of the application and the staff recommendation. Resolution of the protest shall be by WDB Board vote and shall be deemed final.

In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy.

J. Disallowed Costs and Cancellations

Bidders must accept liability for all aspects of any WIOA program conducted under contract with the WDB-KC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. The WDB-KC reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.

K. Contracting

The contract award will not be final until the WDB-KC and the bidder have executed a mutually satisfactory contractual agreement. The WDB-KC reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to the WDB-KC approval of the award and execution of an award letter and/or contractual agreement between the successful bidder and the WDB-KC. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from federal or state governments. The WDB-KC reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process.

L. Cost and Negotiations

The WDB-KC reserves the right to reject any or all proposals received and to negotiate with any and all offers on modifications to proposals. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.

M. Modification of Contracts

Any contract awarded pursuant to this RFP may be unilaterally modified by the WDB-KC upon written notice to the contractor under the following circumstances:

- a. Contractor fails to meet performance and service expectations set forth in the contract, or
- b. The federal or state government increases, reduces or withdraws funds allocated to the WDB-KC, which impact services solicited under this RFP, or
- c. There is a change in federal or state legislation and/or other regulations, local laws, or applicable policies and procedures.

SECTION VII. SUBMISSION REQUIREMENTS AND INSTRUCTIONS

A. Submittal Procedure

To be considered for funding, applicants must submit one (1) paper original and five (5) legible paper copies of the completed response to this RFP. All proposals must be submitted in paper form, according to the following rules:

- **ONE ORIGINAL AND FIVE COPIES** must be submitted for each proposal.
- The original must contain original signatures in blue ink signed by the President, CEO or equivalent person with legal signature authority of the organization and marked "Original".
- 8 ½ x 11 letter size paper
- Single-sided printing
- Numbered pages
- One inch margins
- Double-spaced
- 12-point font
- The outside of each envelope or package should be labeled according to the following guide:

Proposal for WIOA Out-of-School Program

- Date of Submission:
- Name of Respondent:
- Package _____ of _____

Delivered to:

Region III Workforce Development Board of Kanawha
405 Capitol Street, Suite 506
Charleston, WV 25301

Attn: Youth Coordinator

Completed RFP responses must be submitted by June 4, 2021 by 4:00pm. **Proposals received after this date and time are late and will not be accepted.**

B. Submission Format

All proposals must be organized and assembled as described in this Section. Copies of all required forms as identified in the descriptions below are included as Attachments to this RFP.

1. Proposal Cover Page – This should be the Cover Page of the proposal.
2. Agency Questionnaire
3. Past Experience/Contracts
4. Authorization to Release References
5. Proposal Narrative including Executive Summary and Statement of Work. The Narrative should begin with a Table of Contents, followed by the Executive Summary and then present the necessary information in the Statement of Work
6. Memorandum of Understanding (MOU) with partners, if applicable
7. Customer Flow Chart (agency to provide)
8. 14 Service Elements Delivery Plan
9. Planned Outcome Form
10. Out-of-School Budget & Cost Allocation Plan
 - a. Allocation of Costs by Cost Category and Program Activities
 - b. Budget Summary
 - c. Detailed Staff Listing
 - d. Fringe Benefits Costs
 - e. Travel
 - f. Rent
 - g. Equipment (Purchased, Leased/Purchased, Rented)
 - h. Other Operating Expenses
 - i. Participant Wages
 - j. Participant Fringes
 - k. Needs Based Payments
 - l. Other Participant Expenses
11. Job Titles and Descriptions
12. Organizational Chart
13. IRS W-9 Request for Taxpayer Identification Number and Certifications
14. Certificate of Good Standing or Tax Exemption Certificate
15. Copy of most recent independent audit
16. List of Board Members (including addresses)
17. Signed Statement of Assurances

C. Executive Summary

The Executive Summary must be submitted on the organization's letterhead and must provide:

1. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers, and communities serviced under WIA/WIOA or other employment training programs;
2. A concise description of the proposed program, that identifies the program models and includes the number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted; and
3. The amount of WIOA funding requested.

D. Statement of Work

The Proposal Narrative must provide specific detailed responses and data for the past 3 years for the items listed below:

1. Organizational History and Experience (10 points)

- a. Provide a concise description of your organization including mission and vision statements. Describe the relevant experience of the organization and partners/subcontractors within the past 3 years in providing comparable youth services as described in this RFP. Describe any qualifications or expertise that may distinguish the entity's programs and services from other agencies.
- b. Identify all of the partners (if applicable) and briefly explain their services, roles provided, expertise and rationale for participation in the program models.
- c. Describe how the proposed program will integrate into your current structure and services through alignment of staff, physical and financial resources.

2. Staffing Plan, Qualifications, Professional Development and Experience (15 points)

- a. Identify proposed staff. Describe any professional development and training workshop attended by staff. Explain your process for onboarding new staff members on regulations of WIOA and program requirements. Identify any special skills or certifications of staff and address the staff's ability to meet the psycho-social-emotional needs of young adults.
- b. Discuss your agency's overall staffing and management structure and the extent to which this adequately supports program operations and goal attainment.
- c. Provide Job Titles and Descriptions for each position funded by this proposal.

3. Program Description (35 points)

- a. Identify your target population. Describe the involvement of your target population in various aspects of your program models including, but not limited to board participation, strategic planning and staffing.
- b. Describe in detail your strategies for outreach, recruitment, enrolling and orienting youth to your program. Please identify any unique recruiting timelines and strategies for maintaining an active caseload through the year.
- c. Describe how youth will be assessed upon enrollment. Include a description of any tools or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitudes, occupational skills and supportive service needs. Explain how these assessments inform the service strategy for youth.
- d. Detail the specific services to be provided as youth progress through your program. Be specific regarding hours of programming, curricula and tools used and staff involved in the process. Identify any innovative features in your design. Attach a customer flow chart (not counted in your page count).
- e. Describe how your program will provide direct services and/or provide access to the WIOA required 14 elements. If not providing these services directly, describe your relationship with the organization providing the service. Describe how your organization will ensure the service is provided and the quality of the service. (Attach a copy of the WIOA 14 Service Elements Delivery Plan Form)
- f. Describe your strategies for incorporating a career pathway approach into your service delivery system. Identify strategies that move youth along a continuum to increased employability.
- g. Describe your strategies for and experience with engaging businesses and industry leaders in your program. Identify the volume of businesses served, nature of engagement, types of roles, and repeat customers. Explain how employers and industry leaders are involved with your organization as a whole and specifically with program delivery. Describe your process of employer engagement from the initial contact to placement of participants and retention.
- h. Describe what you consider to be current or past successful collaborations. What made them a success?
- i. Describe in detail how your program is incorporating work-based learning programs to provide opportunities for youth to gain work experience. Describe the balance between classroom-based activities and work-based learning opportunities. What employer relationships do you have in place for work-based learning?

- j. Describe your process for following up with youth. Identify strategies used to ensure participants retain employment and/or persist in college. How will you maintain contact with youth and assist them during the follow up period?
- k. Describe the physical facilities to be used to house all aspects of the program. Identify address, total square footage of the site, accessibility to persons with disabilities and any and all equipment or resources (not previously described) available to youth. Please provide a completed Section 504 form. The Section 504 form may be found at www.region3wibkc.org.

3. Past and Planned Outcomes (20 points)

- a. Please describe your experience implementing programs of a similar nature over the past three years. Include a list of WIOA and non-WIOA grants along with the targeted key benchmarks and your outcomes.
- b. Also include three (3) references (**along with contact information**) of funders or organizations who can attest to your ability in serving the population, achieving grant deliverables, and meeting performance benchmarks. The WDB-KC reserves the right to consider any and all previous performance data from workforce development programs.
- c. Please complete the attached Proposed Planned Outcomes Form. Describe the specific outcomes to be achieved by the proposed program and the measures that will be used to determine the degree to which outcomes are being accomplished. Explain your process for internally monitoring your performance on an on-going basis. How will you evaluate and assess the effectiveness and quality of the program? Identify who will be responsible for data, reporting and general oversight.

SECTION VIII. FINANCIAL INFORMATION AND BUDGET

A. Financial Structure and Cost Effectiveness (20 points)

All Respondents are required to provide a completed Summary Budget with the proposal. The Budget Section is attached with this RFP. Technical Assistance will be provided upon request. All Technical Assistance will be provided before and during the Bidders Conference; however, none will be provided after the conclusion of the Bidders Conference. **Please note the Administration Rate cannot exceed 10% of the total budget.**

Programs should be aware that funding is contingent upon the solvency of the proposing organization. Organizations or partnerships should be able to operate independent of any funding authorized under WIOA.

Partnerships and/or Organizations that operate programs funded with other funding sources should be prepared to submit a Cost Allocation Plan (CAP). Non-Profit Program Operators may only submit for reimbursement of actual costs. If the applying entity is a for-profit organization, profit margins must be

negotiated independent of contract costs. A fiscal review may be conducted prior to negotiation to ensure fiscal integrity.

With limited funds, the WDB-KC is interested in hearing from any and all entities that can leverage the limited funds that we have with existing or potential funding resources that each entity may have access to. If your agency is using other funding resources in conjunction with WDB-KC funds, please include restrictions on how those funds must be utilized.

Funds will be provided from the WDB-KC allocation to carry out the responsibilities of the service provider(s). The level of funding will be determined by the activities of any interested parties and must be approved by the WDB-KC.

1. Describe the basis on which the requested amount was calculated. Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio.
2. Describe the agency's fiscal capacity, including a description of any other grants over \$100,000 and provide the organization's total annual budget.
3. Does the agency do its own accounting? If no, indicate name, address, contact person, phone number, and email address of accounting firm. If yes, describe the respondent's accounting/financial procedures and system of oversight.
4. Describe the agency's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time?
5. Describe how the agency will administer and track expenses related to the 20% work-based learning requirement. Explain your capacity to operate as the "Employer of Record" for paid work experiences.
6. Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable and necessary.
7. Provide the name, address, contact person, phone number, and email address of auditing firm. Indicate how long the agency has used this auditing firm.
8. If staff or other costs charged to this budget will be shared between one or more funding source, please detail the overall cost allocation plan for sharing costs, including the method of allocating shared costs.
9. Please attach a copy of the current Cost Allocation Plan (CAP).

10. If the agency has received an approved indirect cost rate, attach a copy of the most current Indirect Cost Determination Letter from the cognizant agency.
11. Attach a copy of the agency's most recent audited financial statements, management letter, and federal and state tax returns.
12. For audits, indicate what action has been taken in regard to the following:
 - Auditor's opinions or recommendations regarding internal controls.
 - Cost disallowances and any other changes the agency has undertaken in response to audits.
13. Describe your sustainability plan, in the event that funding that supports this project is reduced. What actions would be taken to provide continuity of services to clients?

B. Tax Information, IRS Status and Certificates of Good Standing

1. **All Respondents MUST provide the following information:**
 - a. A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form may be downloaded at www.irs.gov.
 - b. A copy of the most recent financial audit completed by a certified public accountant.
2. **Non-governmental entities MUST also provide the following:**
 - a. Indicate the year the organization was legally established.
 - b. Attach a list of current Board Member names, business mailing address (other than responding agency's address), occupational affiliation, email addresses and phone numbers.
 - c. If applicable, submit a *current* letter from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the IRS
 - d. Submit a copy of the most recently filed IRS form 990.
3. **Certificates of Good Standing:**
 - a. A Certificate of Good Standing from the WV Secretary of State office must be provided.

WIOA Definitions

1. **Assessment:** The process whereby applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities and interest in order to assist developing an Individual Service Strategy (ISS) for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.
2. **Basic Skills Deficient:** The individual computes or solves problems, reads, writes, or speaks English at or below the 8.9 grade level or is unable to speak English at a level necessary to function on the job, in the individual's family, or in society.
3. **Basic Skills Goal:** Only applies to Out-of-School Youth who have been deemed basic skills deficient. To meet the goal, at post-test, there must be an education gain of one or more educational functioning levels from the starting level measured on entry into the program (pre-test).
4. **Case Management:** The provision of a participant-centered approach in the delivery of services, which are designed to ensure and coordinate individual comprehensive employment plans, such as service strategies, for customers to ensure access to necessary WIOA funded activities and supportive services using, where feasible, computer-based technologies; and to provide job and career counseling during program participation.
5. **Credential:** A nationally recognized degree or certificate or state/local recognized credential. Credentials include, but are not limited to, a high school diploma, TASC, or other recognized equivalents, postsecondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.
6. **Customized Training:** Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and for which the employer pays for a significant cost of the training.
7. **Diploma:** The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma.
8. **Eligible (Eligibility):** Refers to an individual's status in relation to their ability to receive services under WIOA.
9. **Enrollment:** An eligible participant who has been referred for WIOA services and from whom enrollment documents have been completed and entered into the State's tracking system, MACC (Mid-Atlantic Career Consortium).

10. **Job Retention:** The period an individual remains in an unsubsidized job following placement. The period of required retention is determined in accordance with WIOA.
11. **Job Search Assistance:** Training, which provides the customer with the instruction and necessary skills to obtain full time employment. These skills include resume writing, interviewing skills, telephone techniques, and job acquisition skills. Job search assistance must be offered to all customers (and may include job clubs).
12. **Job Development:** The planned and organized effort by agency representatives to encourage employers or businesses to make jobs available for WIOA customers.
13. **Postsecondary 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 postsecondary education, but may count as a placement in “advanced training/occupational skills training”.
14. **Post-test:** A test administered to a participant at regular intervals during the workforce development program.
15. **Pre-Apprenticeship:** A Pre-Apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s).
16. **Pre-test:** A test used to assess a participant’s basic literacy skills, which is administered to a participant up to six months prior to the date of participation or within 60 days following the date of participation.
17. **Qualified Apprenticeship:** A program approved and recorded by the U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training or by a recognized State apprenticeship agency or council. Approval is by certified registration or other appropriate written credential.

WIOA 14 Youth Elements

All 14 Elements must be made available to every Youth as needed; however, Youth may not need to participate in all Elements. Programs have the discretion to determine what specific program elements a youth participant receives based on each participant's objective assessment and Individual Service Strategy (ISS).

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent, or for a recognized postsecondary credential
2. Alternative secondary school service, or dropout recovery services as appropriate
3. Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experience:
 - a. Summer employment opportunities and other employment opportunities available throughout the year
 - b. Pre-apprenticeship programs
 - c. Internships and job shadowing
 - d. On-the-job training opportunities
4. Occupational skills training
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors
7. Supportive services including:
 - a. Linkages to community services
 - b. Assistance with transportation
 - c. Assistance with child care and dependent care
 - d. Assistance with housing
 - e. Needs-related payments
 - f. Assistance with educational testing
 - g. Reasonable accommodations for youth with disabilities
 - h. Referrals to health care
 - i. Assistance with uniforms or other appropriate work attire and work-related tools
8. Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation
9. Follow-up services for not less than 12 months after the completion of participation

10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of individual youth
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
14. Activities that help youth prepare for and transition to postsecondary education and training

REQUIRED FORMS

PROPOSAL COVER PAGE

Legal Name of Applicant or Agency		
Number of Years in Business		
FEIN Number		
DUNS Number		
Years in Operation		
Type of Organization	<input type="checkbox"/> Public Non-Profit <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Other:
Address – Administrative Office	Address	
	City, State, Zip	
	Website	
Address of Service Location – This is the location where the services described in this application will be provided.	Address	
	City, State, Zip	
Principal of Agency (CEO/Executive Director, President)	Name	
	Title	
	Email Address	
	Phone	
Programmatic Contact Person	Name	
	Title	
	Email Address	
	Phone	
Funding Amount Requested	\$	
Number of Participants to be Served		
Cost Per Participant	\$	

In compliance with the request for proposals noted above, and subject to the conditions thereof, the undersigned offers to furnish the services requested and certifies that he/she has read, understands, and agrees to all terms, conditions and requirements of this proposal and is authorized to contract on behalf of the firm named above.

 Signature Title Date

 Typed/Printed Name

AGENCY QUESTIONNAIRE

Person who can bind the organization contractually and/or is authorized to negotiate on behalf of the organization	Name		
	Title		
	Email Address		
	Phone		
	Address		
	City, State, Zip		
1. Is your organization bound by federal, state, or local affirmative action/EEO rules?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If "yes", has your organization filed all required EEO reports to cognizant government agencies?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is your organization a Drug Free Workplace?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Is your organization now, or has it ever been, debarred or suspended under federal and/or state rulings from participating the receipt of funds under a contract? (If "yes", explain in detail on a separate attachment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has the applicant's organization ever been cited, fined, or reprimanded for any law or code violation within the last three years, or has any business license been suspended or revoked? (If "yes", explain in detail on a separate attachment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Do you certify that your organization will not enter into contracts with subcontractors who are debarred or suspended from federal and/or state transactions?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The organization agrees not to use contract funds to lobby.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Does the organization have the financial capacity and accounting system necessary for the project?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does the organization carry worker's compensation coverage for its employees?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Are you able to provide audits, financial statements and/or other proof of fiscal accountability and stability (including partners) to the WDB-KC? (If "yes", attach copy. If "no", this is just cause for immediate disqualification.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does your organization carry current applicable insurance? Please attach copies. If "no", show proof of your agency's ability to obtain insurance.			
a. Worker's Compensation Coverage		<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Fidelity Bonding		<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. General Liability Insurance		<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Unemployment Insurance		<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Automobile (if applicable)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
NOTE: IF YOU DO NO ATTACH COPIES OR SHOW PROOF OF YOUR ABILITY TO OBTAIN ABOVE NOTED COVERAGE, THE PROPOSAL WILL BE RETURNED AND DISQUALIFIED.			

11. Are you established in accordance with State statues and authorized to conduct business in the State of WV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Does the organization presently have any outstanding unresolved audit deficiencies with any other Federal, State or local agencies? (If "yes", explain in detail on a separate attachment.) The WDB-KC reserves the right to investigate any/all findings fully.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. List the date of most recently completed independent audit and by whom: Date: Auditor:		
14. Could your organization, if requested, provide an independent AUDITED financial statement for the last year which identifies all sources of revenue, donations, and income as well as the offsetting expenses? (If "yes", attach a copy. If "no", this is just cause for immediate disqualification.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Has your organization's governing body passed a motion or resolution, which authorized the submission of this proposal for funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

A copy of the organization's cost allocation plan should be included to support all costs budgeted for this program that are not directly related to the project. These items are usually rent, utilities, insurance and other overhead items.

Authorized Representative's Signature

Typed/Printed Name

Date

PAST EXPERIENCE/CONTRACTS

Please list any past experience/contracts that your organization has held in the past five (5) years dealing specifically with youth. Please include all funding sources with references and be specific in detailing all quantitative goals, performance measures, achievements, etc. met in each contract. Please attach additional sheets if needed.

The WDB-KC reserves the right to verify all past experiences/contracts regardless of funding sources.

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

Agency	
Phone Number	
Contact Person	
Title	
Email Address	
Type of Program	
Number Served	
Funding Year	
Amount of Funding	\$
Brief Description of Program	

AUTHORIZED REFERENCE RELEASE

I hereby authorize the funding sources within this RFP to release information pertaining to performance, number served, goals met, etc. during the time frame so noted to the Region III Workforce Development Board of Kanawha County.

Authorized Representative's Signature

Printed/Typed Name

Date

WIOA 14 SERVICE ELEMENTS DELIVERY PLAN

Element	Check if your agency is directly providing this element	If your agency is NOT directly providing this element, identify who you will be partnering with to provide this required element	Check if formal linkage agreement is in place
1. Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized postsecondary credential.			
2. Alternative secondary school services, or dropout recovery services			
3. Paid and unpaid work experiences			
4. Occupational skills training			
5. Education offered concurrently with workforce preparation activities			
6. Leadership development opportunities			
7. Supportive services			
8. Adult mentoring			
9. Follow-up services			
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling as appropriate			
11. Financial literacy education			
12. Entrepreneurial skills training			
13. Services that provide labor market and employment information			
14. Activities that help youth prepare for and transition to postsecondary education and training			

PLANNED OUTCOME FORM

PROPOSED PLANNED OUTCOMES	
Agency Name:	
Benchmark	Number
Proposed Total of Youth Served	
Proposed Capacity Level (number of active youth served at any point in time)	
Proposed Number of Youth Carryovers (if applicable)	
Proposed Number of New Enrollments	
Proposed Number of Youth Obtaining High School Diploma/TASC	
Proposed Number of Youth Attaining an Industry Recognized Credential/Certificate	
Proposed Number of Youth Participating in Work-Based Learning	
Proposed Number of Youth Entering Postsecondary Education/Training	
Proposed Number of Youth Placed into Unsubsidized Employment	
Overall Cost Per Total Youth Served (<i>Requested amount/total youth served</i>)	

**OUT-OF-SCHOOL BUDGET
&
COST ALLOCATION PLAN**

**FOR TITLE I
OUT-OF-SCHOOL YOUTH USE ONLY**

Projected Budget For:	
Starting Date:	
Ending Date:	

ALLOCATION OF COSTS BY COST CATEGORY AND PROGRAM ACTIVITIES

COST CATEGORY	BASIC SERVICES	CAREER SERVICES	TRAINING SERVICES	WORK EXPERIENCE	SUMMER EMPLOYMENT
ADMINISTRATION					
PROGRAM					
TOTALS					

COST CATEGORY	*OTHER SPECIFY				
ADMINISTRATION					
PROGRAM					
TOTALS					

COST CATEGORY	GRAND TOTAL	PERCENT
ADMINISTRATION		
PROGRAM		
TOTALS		

NOTE: List other activities not referenced. Be specific.

BUDGET SUMMARY

SERVICE PROVIDER				
ACCOUNT NUMBER	ACCOUNT	ADMINISTRATION BUDGET	PROGRAM BUDGET	TOTAL BUDGET
100	SALARIES (STAFF)			
101	FRINGES (STAFF)			
102	TRAVEL			
200	RENT (SPACE)			
201	EQUIPMENT (PURCHASED)			
202	EQUIPMENT (LEASED/PURCHASED)			
203	EQUIPMENT (RENTED)			
204	OTHER OPERATING EXPENSES			
300	WAGES (PARTICIPANTS)			
301	FRINGES (PARTICIPANTS)			
302	NEEDS BASED PAYMENTS			
303	OTHER PARTICIPANT EXPENSES			
	TOTAL ALL COSTS			
NOTES/COMMENTS:				

DETAILED STAFF LISTING

SERVICE PROVIDER								
POSITION TITLE	ANNUAL SALARY	PERCENT INCREASE	PERCENT TIME APPLIED	ADMINISTRATION	%	PROGRAM	%	TOTAL CHARGED TO WIOA
TOTALS								

FRINGE BENEFITS COSTS

SERVICE PROVIDER					
FRINGE BENEFIT	RATE	AMOUNT RATE APPLIED TO	ADMINISTRATION	PROGRAM	TOTAL FRINGES
FICA					
WORKERS COMP					
HEALTH & WELFARE					
RETIREMENT					
OTHER (BE SPECIFIC)					
TOTALS					

OTHER OPERATING EXPENSES

SERVICE PROVIDER					
ITEM	COST PER MONTH	NUMBER OF MONTHS	ADMINISTRATION	PROGRAM	TOTAL
DESKTOP SUPPLIES					
TELEPHONE					
POSTAGE AND/OR PO BOX					
UTILITIES					
INSURANCE					
INTERNET					
COPIER/PRINTING					
OTHER (BE SPECIFIC)					
TOTALS					

FRINGES (PARTICIPANTS)

SERVICE PROVIDER			
FRINGE BENEFIT	RATE	AMOUNT RATE APPLIED TO	TOTAL AMOUNT
GRAND TOTAL			

ASSURANCES AGREEMENT

The grant applicant, in response to the Region III Workforce Development Board of Kanawha County (“WDB-KC”) Request for Proposals (“RFP”) for operation of youth programs, also assures it will comply with the Workforce Innovation and Opportunity Act (“WIOA”) and all other regulations including, but not limited to, the laws and policies listed below. This assurance applies to the grant applicant’s operation of the WIOA Title I financially assisted program or activity.

- **Certification Regarding Lobbying**
- **Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions**
- **Prohibition of Harassment In the Workplace**
- **Equal Opportunity Non-Discrimination Notice**
- **Certification Regarding Drug-Free Workplace Requirements**

Signature of Authorized Representative

Date

Organization Name

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instruction.

The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98.510, Participant's Responsibilities.

The regulations were published as part VII of the May 26, 1988 Federal Register (Pages 19160 – 19211).

1. The prospective primary participant, (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from covered transactions by any Federal Department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract package.

PROHIBITION OF HARASSMENT IN THE WORKPLACE

It is the policy of the WDB-KC that all applicants / enrollees and employees have a right to work, train, and receive services in an environment free of discrimination, which encompasses freedom from harassment. The WDB-KC promotes a system wide policy intended to prevent harassment of any type, including sexual harassment, of its employees and to deal quickly and effectively with any incident that might occur.

Definition of harassment

Harassment occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, color, place of origin, gender, mental or physical disability, ancestry, marital status, family status, source of income, or sexual orientation.

Examples of harassment which will not be tolerated are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts about any employee's appearance, religious beliefs, color, place of origin, mental or physical disabilities, ancestry, marital status, family status, source of income or gender. WDB-KC also will not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit. These illustrative examples are not intended to be encompassing of all conduct that may constitute workplace harassment

Definition of sexual harassment

Unwanted sexual advances, unwanted requests for sexual favors, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment; or
2. submission to, or rejection of, such conduct by an individual affects that individual's employment. Specifically, no individual shall threaten or insinuate either explicitly or implicitly that any subordinate's (employee, student, applicant) submission to or rejection of sexual advances will in any way influence any personnel decision regarding that individual's training opportunities, employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of training / employment or career development.

Sexual harassment can include such things as repeated offensive sexual flirtation, touching, advances, propositions, graphic/verbal commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, jokes, innuendos, and other sexually suggestive or pornographic materials. These illustrative examples are not intended to be encompassing of all conduct that may constitute workplace harassment. The behavior need not be intentional in order to be considered sexual harassment.

Procedure

If you are being harassed:

1. Tell the harasser his/her behavior is unwelcome and ask him/her to stop.
2. Keep a record of incidents (date, times, locations, possible witnesses, what happened, your response.) You do not have to have a record of events in order to file a complaint, but a record can strengthen your case and help you remember details over time.

3. If, after asking the harasser to stop his/her behavior, the harassment continues, file a complaint following the WDB-KC Grievance Procedure. The first level of reporting should be to an individual's immediate supervisor unless that individual is the violator. In that situation, the complaint should be reported to the next level in the chain of command or to the WDB-KC equal opportunity representative.

Dealing with a complaint

1. An investigation will be undertaken immediately upon receiving a harassment complaint. Harassment complaints shall be held in confidence to the extent possible. While absolute confidentiality cannot be guaranteed, information shall only be disclosed to appropriate individuals on a need-to-know basis to investigate and resolve the matter.
2. Both the complainant and the alleged harasser will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
3. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal, and the incident will be documented in the harasser's file.
4. If the investigation fails to find evidence to support the complaint, there will be no documentation concerning the complaint placed in the file of the alleged harasser.
5. No retaliation will be tolerated against applicants / enrollees and employees who report harassment or assist in the investigation of a complaint, regardless of the outcome of a harassment complaint.

Responsibility of management

It is the responsibility of all supervisors employed by the WDB-KC or organizations funded by the WDB-KC to take immediate and appropriate action to report or deal with incidents of harassment of any type whether brought to their attention or personally observed. Under no circumstances should a legitimate complaint be dismissed or downplayed nor should the complainant be told to deal with it personally.

EQUAL OPPORTUNITY NON-DISCRIMINATION NOTICE

The undersigned certifies that, as a recipient of Workforce Innovation and Opportunity Act (WIOA) funds, shall provide initial and continuing notice that it does not discriminate on any prohibited ground, to: applicants, eligible applicants, participants, applicants for employment, employees, and members of the public, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipient.

ASSURANCE

As a condition to the award of financial assistance under WIOA from the Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded program or activity, and all agreements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act of 2015, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to CFR29- A part 38. The United States has the right to seek judicial enforcement of this assurance.

**CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS**

The contractor certifies that it will or will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an ongoing drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement by paragraph "a" above
- d. Notifying the employee in the statement required by paragraph "a" that, as a condition of employment under the grant, the employee will:
 1. Abide by the terms of the statement; and
 2. 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 (5) calendar days after such conviction;
- e. Notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph "d.2" from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph "d.2", with respect to any employee who is so convicted:
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent within the requirements of the Rehabilitation Act of 1973, as amended: or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs "a", "b", "c", "d", "e", and "f".

ATTACHMENT E.

Submit one (1) original and five (5) copies of this checklist along with its contents.

- Original
- Copy _____ of 5

RESPONDENT'S CHECKLIST

SERVICE PROVIDER:	
PROPOSAL COVER PAGE	<input type="checkbox"/>
AGENCY QUESTIONNAIRE	<input type="checkbox"/>
PAST EXPERIENCE/CONTRACTS	<input type="checkbox"/>
AUTHORIZATION TO RELEASE REFERENCES	<input type="checkbox"/>
PROPOSAL NARRATIVE INCLUDING: <ul style="list-style-type: none">• EXECUTIVE SUMMARY• STATEMENT OF WORK	<input type="checkbox"/>
MEMORANDUM OF UNDERSTANDING WITH PARTNERS, IF APPLICABLE	<input type="checkbox"/>
CUSTOMER FLOW CHART	<input type="checkbox"/>
14 SERVICE ELEMENTS DELIVERY PLAN	<input type="checkbox"/>
PLANNED OUTCOME FORM	<input type="checkbox"/>
OUT-OF-SCHOOL BUDGET & COST ALLOCATION PLAN	<input type="checkbox"/>
JOB TITLES AND DESCRIPTIONS	<input type="checkbox"/>
ORGANIZATIONAL CHART	<input type="checkbox"/>
IRS W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATIONS	<input type="checkbox"/>
CERTIFICATE OF GOOD STANDING OR TAX EXEMPTION CERTIFICATE	<input type="checkbox"/>
COPY OF MOST RECENT INDEPENDENT AUDIT	<input type="checkbox"/>
LIST OF BOARD MEMBERS (INCLUDING ADDRESSES)	<input type="checkbox"/>
SIGNED STATEMENT OF ASSURANCES	<input type="checkbox"/>