



**Request For Proposal for  
Workforce Innovation & Opportunity Act (WIOA)  
Title 1-B Youth Service Provider**

Release Date: August 18, 2023

Proposals Due: September 15, 2023, by 12:30 p.m.

Funding Period: PY23-24

**EQUAL OPPORTUNITY - EQUAL ACCESS**

*West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. Access to this information in an alternate format, translation to another language, or other reasonable accommodations available upon request*

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## 1. Program Description and Background

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### 1.1. The Workforce Innovation and Opportunity Act

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The Workforce Innovation and Opportunity Act (WIOA), signed into law in 2014, was designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the economy. WIOA brings together, in strategic coordination, the core programs of federal investment in skill development.

WIOA Title 1 B is the primary source of federal workforce development funding to prepare low-income youth and adults, and dislocated workers for employment, and to help them continue to build skills once they are employed. Within the purpose of providing workforce activities, the primary goal of WIOA Title 1 B Youth Program is to increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation. (WIOA sec. 2)

Title 1 B funds are directed to Workforce Development Boards, which in turn contract with local organizations to deliver services through local Job Centers. Job Centers are public/private ventures that combine the resources of multiple organizations into a one-stop employment and training facility for job seekers, workers, and employers. The co-location and/or integration of employment and training services are integral to effective and efficient delivery.

### 1.2 West Central Wisconsin Workforce Development Board

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West Central Wisconsin Workforce Development Board (WCWWDB) remains dedicated to providing the highest quality, most effective workforce development services possible to the residents and businesses of Barron, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, Polk, and St. Croix Counties.

**Mission:** WCWWDB will lead, support, and sustain development and retention of a skilled, competitive workforce which meets the changing needs of regional employers and promotes economic growth in a global economy.

**Vision:** The WCWWDB will be recognized by its key stakeholders as the premier provider and driver of a partner-focused, integrated, and coordinated service delivery system that produces effective solutions for developing and sustaining a skilled workforce.

The WCWWDB will prioritize development of public-private partnerships that support innovation and excellence in workforce development. The WCWWDB embraces collaboration,

flexibility, regionalism, dual-customer focus, continuous improvement, and fiscal integrity – and expects its contracted providers to share these principles. The WCWWDB is committed to a data driven, outcome-based system which bridges the gap between job seekers and employers in need of talent. In addition, WCWWDB adopted strategic themes and initiatives to serve as a guide for contracted providers:

- A. Strategic Initiative: WCWWDB will maintain and grow the workforce by engaging the emerging, present, and past workforce in innovative ways.
  - Lead business solutions team to optimize innovative workforce practices through the region.
  - The WIOA Youth Program will engage the emerging workforce through the 14 Youth Program Elements & other readiness services
  - The WIOA Adult & DW programs will engage the present workforce through WIOA services and other work readiness services
  - Target unemployment and underemployment individuals with barriers with work related activities
  - Collaborate with community programs focused on engaging older workers
  
- B. Strategic Initiative: Through communication, collaboration, and commitment, WCWWDB will be the link between individuals and businesses that drive workforce engagement.

## 1.2. Timeline

EVENT	DATE/TIME	LOCATION
RFP Issued	August 18, 2023	West Central WDB
Bidders Conference	August 31, 2023 1:00 PM – 2:00 PM	Virtual: Microsoft Teams meeting <b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 248 738 158 167 Passcode: mbnHs7 <a href="#">Download Teams</a>   <a href="#">Join on the web</a> <b>Or call in (audio only)</b> <a href="#">+1 929-352-1664,,761194612#</a> United States, New York City Phone Conference ID: 761 194 612#

Proposals Due	September 15, 2023 12:30 PM	West Central WDB (Attn: Robert) <a href="mailto:rmirshak@wdbwcv.org">rmirshak@wdbwcv.org</a>
Proposals Reviewed	September 16 – September 20, 2023	
Final Proposal Review	September 22, 2023	Virtual: TBD
Proposal Award Date	September 25, 2023 1:00 PM – 3:00 PM	
Contract Start Date	October 1, 2023	As Designated in the RFP/Proposal(s)

### 1.3. Questions and Requests for Clarification

If there are questions about this RFP or process, email Robert Mirshak at [rmirshak@wdbwcv.org](mailto:rmirshak@wdbwcv.org) before **4:00 p.m. on August 15, 2023**. The WCWWDB will answer questions posed after this date, but

encourages Respondents to submit them as soon as possible. The WCWWDB reserves the right to reject any or all questions or requests for clarification, in whole or in part. Answers to all questions will be posted on the WCWWDB website [West Central Wisconsin Workforce Development Board \(wcwwdb.org\)](https://www.wcwwdb.org) by [August 25, 2023](#).

#### 1.4. Presentations

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Per WCWWDB policy, the proposing agencies will be required to provide a virtual presentation on the proposed services to the evaluation team. The purpose of the presentations is to allow the evaluation team to ask clarifying questions before developing a recommendation of award. Agency presentations will be scheduled **September 15, 2023**. WCWWDB will not be liable for any costs associated with the preparation of proposals, proposal presentations or negotiation of contracts incurred by the proposing agencies.

#### 1.5. WCWWDB Communication and Blackout Period

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To avoid actual or perceived conflict, or undue influence over the process, all Respondents (including current Operators/Service Providers) are prohibited from contacting any WCWWDB board member, committee member or staff (other than the contact listed above) regarding this RFP. Contact with anyone for the purpose of influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

## 2. West Central Wisconsin Labor Market

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The Board strongly encourages the development and delivery of innovative programs which embraces a myriad of training tools. Further, programs and services must respond to the current and emerging demands of the workforce in West Central Wisconsin. The program must strive to develop a talent pool which approximates regional employer demand for skilled workers. The West Central Wisconsin region is composed of 9 counties: Barron, Chippewa, Clark, Dunn, Eau Claire, Pepin, Pierce, Polk, and St. Croix. Four of the counties in the area are designated as metropolitan statistical areas (MSA). Wisconsin's West Central WDA covers over 4.5 million acres, roughly 13 percent of the land surface in the state. Over 2.9 million acres are in farms and another 76,500 acres are under water.

This region is education-rich, with three state universities and two tech colleges located here. At least in part because of that, the West Central WDA has a comparatively young population (and accompanying high labor force participation rate) and has become a regional arts and music festival destination.

## 2.1. Employment by Largest Industry Sectors

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The Eau Claire Metropolitan Statistical Area (MSA) accounts for approximately 38 percent of the population in the WDA. One of two MSAs in the region, the Eau Claire MSA is located in the eastern part of the WDA, consisting of Eau Claire and Chippewa Counties. Healthcare is the largest industry of employment in the MSA, followed by retail trade and manufacturing. This MSA is also home to a young and growing software cluster.

Pierce and St. Croix Counties make up part of the other Metropolitan Statistical Area, the Minneapolis-St. Paul MN-WI MSA. This MSA, located just on the Minnesota side of the border, with its large population, is very economically interconnected with the West Central WDA. In fact, in Pierce and St. Croix Counties about one-half of the available labor force commutes across the border into Minnesota.

## 2.2. High growth occupations in WDA 8 (Short term occupation projections)

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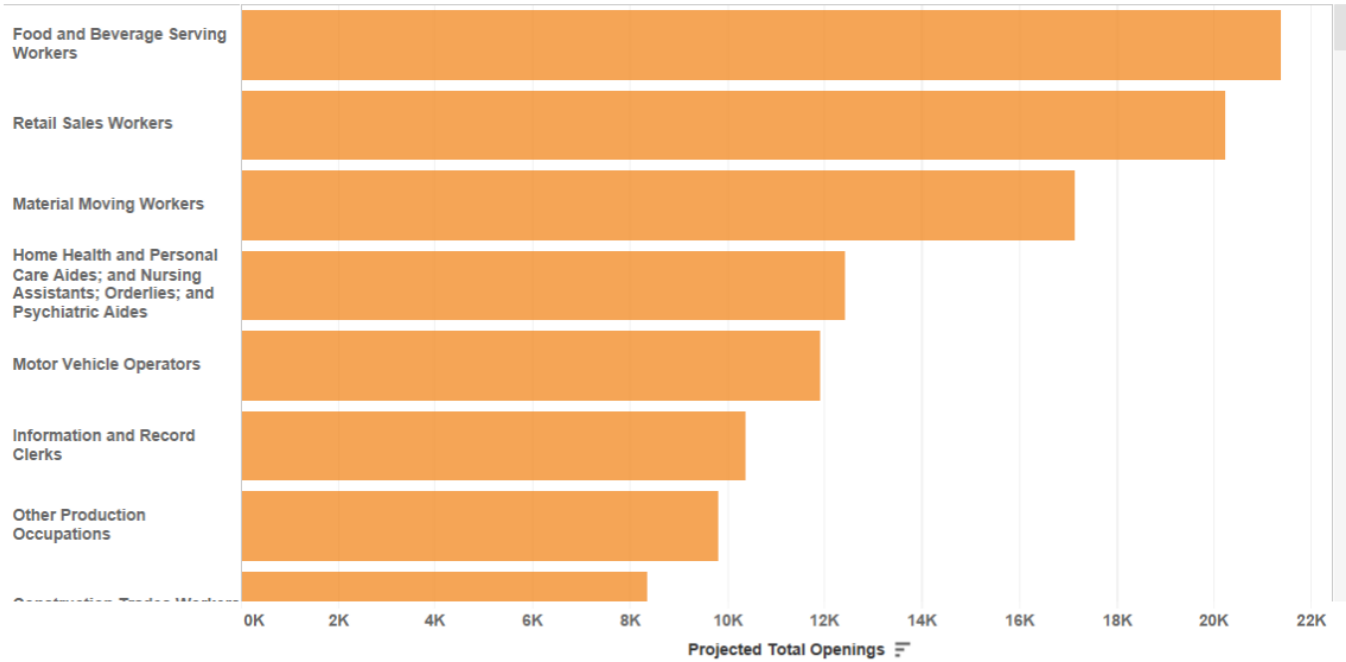
The Industry Job Growth chart (see below) illustrates forecasted job growth by sector through 2030. The highest industries relative to job growth in the WDA 8 region are in transportation and warehousing, food preparation, healthcare, and material movers.

[occ\\_lt\\_wda\\_20-30.xlsx \(live.com\)](#)

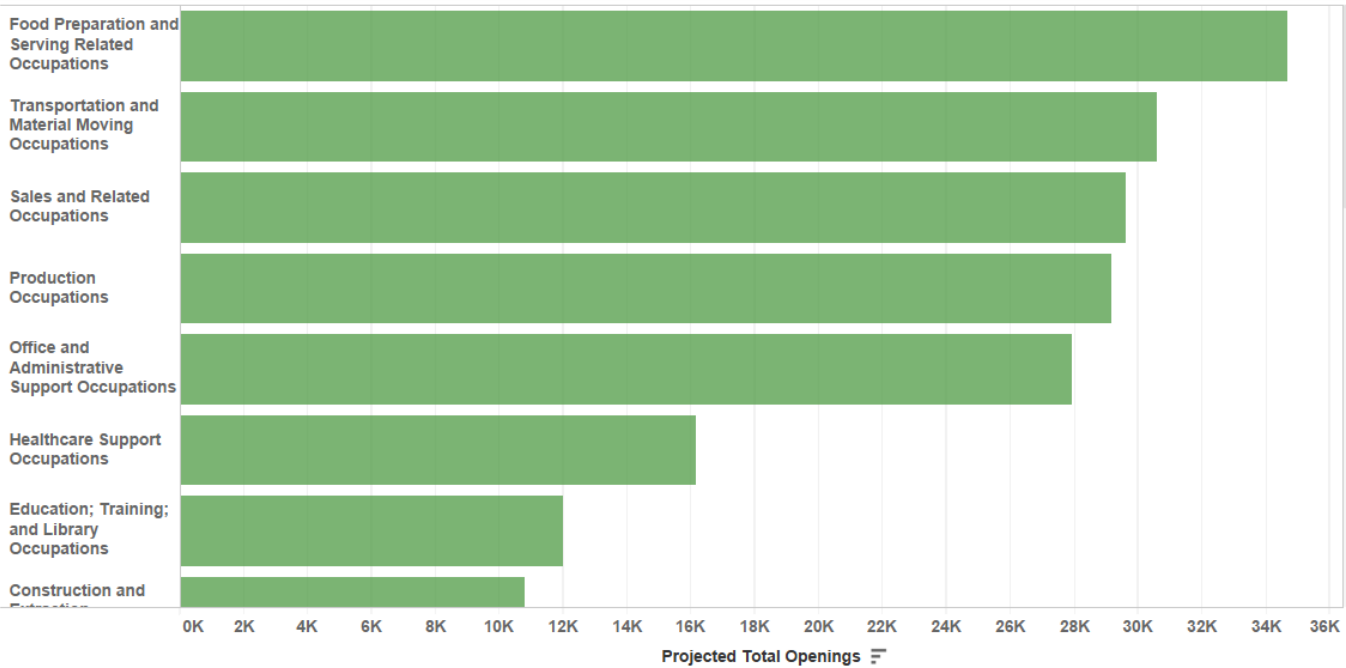
Analysis shows, that if the outlined and fastest growing industries had a sufficient supply of human capital/qualified talent, they may grow more rapidly than projected. These industries have the ability to diversify our tax base and equate to a sufficient increase in quality-of-life standards. These will be high demand occupations of varying skill sets.



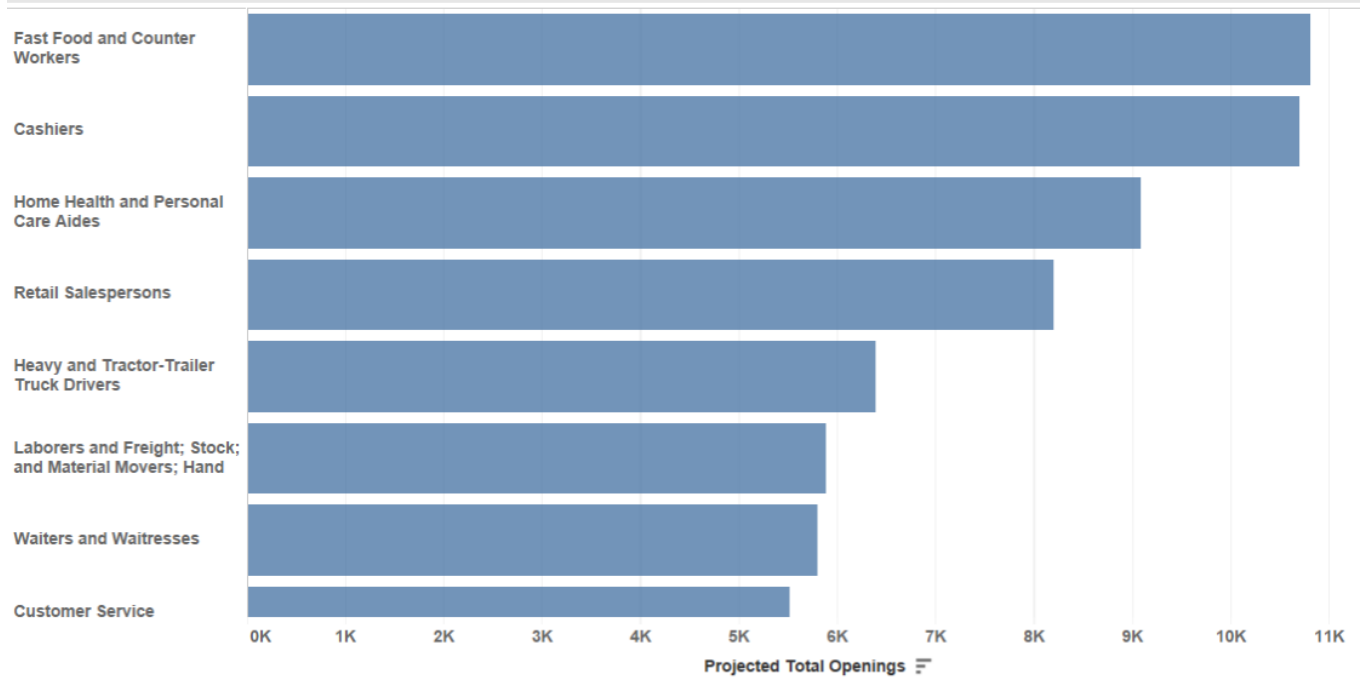
### West Central WDA - Summary; Minor Group



### West Central WDA - Summary; Major Group



## West Central WDA - Summary; broad occupation



### 3. WIOA Youth Program Overview and Expectations

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WIOA Title 1 Youth will serve low-income, in-school youth aged 14 - 21, and out-of-school youth aged 16 - 24. To be eligible to participate in activities carried out under WIOA, an individual shall, at the time the eligibility determination is made, be an in-school youth or out-of-school youth per Section 129 (1) (A) (B) (C). Priority will be given to out-of-school youth for not less than 75% of the funds available shall be used to provide youth workforce investment activities (Section 129 (4)(A)).

Section 129 (c) (1) of the Act also requires that all programs:

- Provide an objective assessment of the academic levels and skill levels, and service needs of each participant;
- Develop service strategies for each participant that are directly linked to one or more indicators of performance, and identify career pathways that include education and employment goals;
- Provide activities leading to the attainment of secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
- Provide activities in preparation for postsecondary educational and training opportunities;
- Establish strong linkages between academic instruction and occupational education that lead to the attainment of recognized postsecondary credentials;
- Prepare enrollees for unsubsidized employment opportunities in appropriate cases; and
- Develop effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the Youth Program is required to provide the program elements listed below and operate in accordance of the WIOA. Not every element must be provided to each participant, but each element must be available based on individual needs. Detailed description of each of the fourteen Youth Program Elements is available here: <https://dwd.wisconsin.gov/wioa/policy/10/10.5.3.htm>.

1. Tutoring, study skills training, instruction, and dropout prevention and dropout recovery services
2. Alternative secondary school services or high school dropout recovery services
3. Paid and unpaid work experience
4. Occupational skills training

5. Education offered concurrently with and in the same context as workforce preparation and training
6. Leadership development opportunities
7. Supportive services
8. Adult mentoring
9. Comprehensive guidance and counseling
10. Financial literacy education
11. Entrepreneurial skills training
12. Career Awareness, Career Exploration, and Career Counseling
13. Postsecondary preparation and transition activities
14. Follow-up services

Activities allowed under the WIOA Title 1B Youth Program are offered once the Individual Service Strategies (ISS) has been developed between the service provider and the program participant.

In addition to the services and the fourteen Youth Program elements defined in the Act, the proposed plan and strategies must strive for continuous improvement in the quality and effectiveness of services provided to young adults in the area.

In addition to the requirements of Section 134 (1) (2) of the Act listed above, the PY23 Youth proposal must demonstrate organization and management capacity to adjust program design to ensure that outcomes are achieved. In West Central Wisconsin, workforce activity outcomes will be measured in the following manner as prescribed by the Department of Labor (DOL) and Wisconsin Department of Workforce Development (DWD):

*\*The performance measure standards listed here are the levels for PY22. The performance measure standards for PY23 have not yet been negotiated with DWD.*

Program	Indicator	Area	WDA 8 Outcome
Youth	Median Earnings	WDA 08	\$4,400 (PY22 & 23)
Youth	Q2 Unsubsidized Employment	WDA 08	74%
Youth	Q4 Unsubsidized Employment	WDA 08	75%
Youth	Measurable Skills Gain	WDA 08	45%

Sub-granting of services is allowed but discouraged. If the contracted provider sub-grants any services to another agency, the contracted provider is responsible for monitoring those services and performance of each sub-grantee and must include that information in the proposal and applicable reporting tools.

#### 4. Business Solutions Overview & Expectations

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In response to WIOA guidelines and WCWWDB’s dual-customer strategy, the Business Solutions Team actively engages business and industry in the region. By doing so, a connection is made to help identify and/or create workplace opportunities for WIOA participants. This connection also serves to provide those employers with a skilled workforce which helps meet their current and future workforce needs. The mutual goal is to help regional businesses thrive by meeting immediate labor market needs, thereby creating more economic opportunities for job seekers in West Central Wisconsin.

The Business Solutions Team, led by WCWWDB’s Business Services Director, identifies, schedules, and implements targeted sector employer visits. Employer visit data and other labor market analyses are collected in a focused, non-duplicative, collaborative manner. The data is ultimately used to increase the “skills match” between job seekers and job openings in WDA #8. All WCWWDB contracted providers are expected to attend regularly occurring monthly business solutions team meetings and engage with the Business Solutions Team. In addition, the contracted provider is expected to:

- Operate as a collaborative team to provide effective participant and business services, based on information provided by and to the WCWWDB Business Services Director.

- Participate in all business services activities prescribed by the Business Services Director, including attendance at regularly occurring business summits, monthly business solutions team meetings, sector partner hiring/related events, and entry of all business services related contact in JCW Business.
- Conduct business contacts/visits as a member of the Business Solutions Team, representing and supporting the collaborative workforce system. All outreach materials will be provided by the Business Services Director;
- Enter thorough and detailed data collected from business contacts/visits into the common CRM platform, JCW Business, within 24-48 hours of the contact; and
- Meet with the Business Services Director, as necessary and share quarterly reports of what training/career paths enrolled participants are currently involved in.

## 5. Fiscal Overview and Expectations

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The funds for this RFP are made available through the Federal WIOA Title 1 B Youth Program on a cost reimbursement basis. Program Year 2023 funds for the Youth Program must be expended no sooner than 07/01/2023 and no later than 6/30/2024. Use the estimated Youth allocation below to submit a proposal with supporting documentation. A revised budget will be negotiated and submitted after actual allocation amount is received by WCWWDB from DWD.

The estimated amount is:

Estimated PY23 Total Youth Allocation	\$620,000
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\* The allocation shown above is based on planning estimates from TEN 23-24. The WCWWDB reserves the right to modify the allocations based on funds appropriated by DWD for PY23.

A minimum of 75% of the total allocated amount must be expended serving out-of- school youth. However, contracted providers are encouraged to serve above the minimum of this targeted population.

A minimum of 20% of the total allocated amount must be expended on work-based activities related costs of proposed PY23 allocation.

WCWWDB requires the selected program provider to employ fiscal practices based on accrual accounting using General Accepted Accounting Principles (GAAP) and comply with OMB Uniform Guidance 2 CFR 200 and 2 CFR 2900. Budget outlines must include itemized costs, direct or indirect. The selected program providers must also track any applicable leveraged funds via monthly invoices submitted to WCWWDB. In addition, contracted providers are expected to:

- Report financial information that conforms to the manner prescribed by DWD and

WCWWDB. The grantee must track any applicable leveraged funds via monthly invoices.

Grant invoices should be submitted to WCWWDB Finance Director by the 10th of each month (e.g. April expenses should be invoiced to WCWWDB by May 10).

WCWWDB reserves the right to refuse late invoices. Invoices may not exceed the total grant amount. All financial reporting is expected to be accurate and timely;

- Sub-granting is allowed but discouraged. If the contracted provider sub-grants any services to another agency, the contracted provider is responsible for monitoring the budget and performance of each sub-grantee and must include that information in applicable reporting tools;
- As required by the Department of Workforce Development, all WIOA Career Planners will be required to complete a Civil Rights Compliance Training and have the appropriate documentation on file;
- Provide WCWWDB with a copy of its annual audit (An independent audit is required of contracted providers receiving \$750,000 or more in federal funds during the fiscal year (2 CFR 200.501(a)) in a timely manner. They will cooperate fully in on-site monitoring of financial activities no less than once per year;
- Uphold 29 CFR 38 and must not discriminate against any employee, applicant, or participant on the basis of: Race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity; and
- Purchase and maintain worker compensation and comprehensive general liability insurance for the duration of the grant period

## 6. Proposal Guidelines

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The West Central Wisconsin Workforce Development Board expects to receive Program Year 2022 funding allocations for the WIOA Title 1 B Youth Program. **The proposal for PY23 is competitive.** To provide quality services, WCWWDB invites interested and qualified organizations to submit a proposal for services to cover all nine counties in the Workforce Development Area.

### 7.1. Eligible Respondents

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To be eligible to submit a proposal for services in Workforce Development Area #8, bidders must meet the definition of a “responsible” organization submitting a “responsive” proposal resulting from this solicitation. An organization is “responsible” if it has the capacity to administer federal funds and if it does not appear on the U.S. Department of Labor’s official list of parties debarred or suspended from receiving federal funds. The proposal will be



“responsive” if it effectively addresses the questions posed in this request, includes a budget with all the supporting documentation, and is received by the established due date. Proposals not submitted as instructed may be rejected.

Proposals will be accepted from any private for-profit agency, state or local unit of government, private non-profit organizations, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. Proposing agencies will be required to prove successful experience in providing WIOA services. Successful experience from similar workforce-related programs will be considered if the proposing agencies have not had the experience with the WIOA programs. All proposals, in their entirety, will become the property of the WCWWDB upon submission.

## 7.2. Contract Type

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WCWWDB will structure this contract under a cost-reimbursement basis that will be considered based upon actual costs and performance delivery outcomes. A Cost Reimbursement Contract is one that establishes an estimated total of costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at a contractor’s risk) unless the awarding party agrees to amend the contract and provide additional funds.

Due to the nature of the WCWWDB's funding sources, potential changes in legislation and policies, and performance achieved, respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities proposed.

Three-year awards (one competitive year followed by two years of non-competitive renewal) are the common practice of WCWWDB contingent upon satisfactory performance, both program and fiscal, during the prior year. Monitoring of the contract is ongoing. A formal mid-year review and assessment of contracted provider performance will be conducted by the WCWWDB staff.

This RFP does not commit the WCWWDB to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services or supplies prior to issuance of a written agreement. The WCWWDB retains the right to:

- Accept or reject any or all proposals received. (WCWWDB may request that bidders participate in negotiations and rewrite their applications as agreed upon during the negotiations.)
- Discuss a proposed program with anyone potentially involved in the program.

- Review the bidder’s administrative and fiscal procedures relating to the potential award as part of the proposal review process. Proprietary rights to all data, materials, and documentation originated and prepared for the WCWWDB pursuant to a sub-award shall belong exclusively to the WCWWDB.
- Any such terms negotiated because of this RFP may need to be amended to successfully meet the needs of the local Board plan and impose additional requirements and refinements in the terms and conditions, scope of work, performance measures, and funding amounts during the course of any contract. All changes will be negotiated prior to implementation.

### 7.3. Evaluation Criteria

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The PY23 Youth proposal will be worth a total of 100 points, and will be evaluated on clear, concise responses to the specific elements in the Program Narrative and Fiscal areas.

Criterion	Points (maximum)
<b>Program Narrative</b> -design, quality of participant services, job center partnership, outreach, and recruitment plans, expected performance outcomes, and services to employers	80
<b>Fiscal</b> - budget and budget justification	20
Total	100

### 7.4. Protest/Dispute Procedure for Bids or Proposals

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Notice of intent to protest and must be made in writing. Protestors should make their protests as specific as possible and should identify WIOA statutes and/or Wisconsin Administrative Code provisions that are alleged to have been violated. The written notice of intent to protest the intent to award a contract must be filed with the Executive Director of the West Central Wisconsin Workforce Development Board at 800 Wilson Ave Suite 310 Menomonie WI 54751 or by email to: [bkuske@wdbwcv.org](mailto:bkuske@wdbwcv.org) and received in her office no later than five (5) working days after the notice of intent to award is issued. The written protest must be received in her office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the WCWWDB Executive Director may be appealed to the Chairman of the West

Central Wisconsin Workforce Development Board, within five (5) working days of issuance, with a copy of such appeal filed with the procuring agency, provided the appeal alleges a violation of a WIOA statute or a provision of a Wisconsin Administrative Code.

## 7. Program Narrative (80 Points)

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### 8.1. Organizational Profile (maximum of 10 points)

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- Describe the proposer’s mission and history of providing workforce development and case management services. Describe how the agency is well positioned to serve the Youth population and contribute to the overall goals and identified outcomes.
- Describe the organization’s knowledge of local or state resources (both public and private) and experience collaborating with these entities. How will the organization engage with local employers, community agencies, secondary and post-secondary institutions, the American Job Center partners, and other state entities?
- Describe the organizational philosophy and any specific goal(s) as they relate to working with youth/young adult workers.

### 8.2. Program Model (maximum of 20 points)

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- Sufficiently describe the current challenges faced by youth/young adult workers in the proposed area, and associated impacts on local employers, economies, and communities.
- Include the general program model and how the program will operate within WIOA and WCWWDB’s vision and shared principles, while striving for continuous improvement in the quality and effectiveness of services provided. Include how the program model will effectively deliver participant services and maintain active participation in the job centers.

### 8.3. Service Delivery (maximum of 20 points)

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- Demonstrate how participants will move from entry to exit, and what assessment and service strategies will be used in the process. Include a flow chart to illustrate this process, the flow chart should also include how follow-up services will be provided.
- Describe how the proposer will maintain a coordinated menu of services with Job

Center partners to assist individuals with increasing their work preparedness, i.e. WestStar, Financial Literacy, and other employability skills workshops. Please explain how the agency will provide, or make available, these services to participants. Include any innovative or best practices that the agency is/will be utilizing.

- Detail how the proposer will coordinate with other service providers, including working with partner agencies in Job Centers and other non-WIOA agencies operating throughout the community. (NOTE: Representation on the local Job Center Management Team is required any agency awarded this RFP.)
- Every participant does not need the same service, provided in the same way, at the same time - to achieve the intended result(s). How does the proposer intend to provide service in an equitable manner, based on individual needs? What and how is flexibility, responsiveness and resources built into service delivery?

#### 8.4. Business Services (maximum 5 of points) (Outreach)

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- Describe how the proposer will operate as a collaborative team to provide effective participant and business services, based on information provided by and to the WCWWDB Business Services Director.
  - Ensure that at least one contracted staff member from the Youth Program will be designated as a member of the Business Solutions Team. Attendance is mandatory at Business Solutions Team meetings. This person will be the point of contact for all
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business solutions referrals and follow-up pertaining to youths.

- Ensure participation in all business services activities prescribed by the Business Services Director.

#### 8.5. Special Training and Workforce Initiatives (maximum of 5 points)

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- Describe how the proposing agency will embrace and promote special training and workforce development initiatives (i.e., Support to Communities, Worker Advancement Initiative, and H-1B Collaboration of Wisconsin: Rural Investment in Community Healthcare, etc.) championed by WCWWDB involving special training projects, including but not limited to assistance in the recruitment and outreach for special training initiative, funding training and supportive services when special grants are received, and on-the-job training opportunities to assist participants in obtaining living wage employment.
- When the WCWWDB is awarded new grants for special workforce development initiatives, would the proposer be interested in being offered opportunities for additional subgrants, if appropriate?
- How will the proposing agency use Registered Apprenticeship as a career seeker option?

#### 8.6. Recruitment and Outreach Plan (maximum of 5 points)

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Include the agency's recruitment and outreach plan which should address the following:

- Youth programming priority will be given to out-of-school youth, describe any particular emphasis on outreach, engagement, and coordination of services with this population. Also describe outreach strategies that target in-school-youth.
- Identify the underserved populations in WDA 8 and describe how equitable services will be provided to this population. Include the organizations that serve these populations and how you do/intend to work with them. Describe how the agency will conduct focused outreach to those individuals and address barriers that are specific to the needs within WDA 8.

#### 8.7. Staffing (maximum of 5 points)

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Acquiring, training, and retaining quality Career Planners is important for leading and delivering high quality services in the designated Job Centers.

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Describe how the caseload of the staff will be supervised with the projected number of participants per Career Planner (size of the caseload).

- Include the agency's credentialing requirements of the Career Planners to be delivering services.
- Indicate who will supervise the staff and the process and timeframe for filling vacancies.
- If the proposed agency is new to the system, include a startup plan as an attachment.

#### 8.8. Performance Standards (maximum 5 of points)

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WCWWDB expects its service providers to always strive to exceed the WIOA primary indicators of performance listed above.

Please complete one of the following questions:

- For previous sub-recipients, please provide a review of past performance, including what has been learned, what adjustments have been made, accomplishments and challenges.
- For new proposers, with no related performance history, please explain why you would be an effective provider of services.

#### 8.9. Monitoring (maximum of 5 points)

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Describe the methods by which the services and staff will be internally monitored including procedures for issuing monitoring reports and resolution/correction action. Proposal writers must respond to this section indicating who will be monitoring the program and how often.

Describe how all data entry (i.e. ASSET, CEPT, WIOA activity reports, JCW Business) requirements and reporting deadlines for the WCWWDB and DWD will be met.

The service provider is expected to cooperate with requests for information relating to financial and/or programmatic inquiries during monitoring conducted by WCWWDB staff and the State Department of Workforce Development.

### 8. Fiscal (maximum of 20 points)

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The PY23 Youth proposal will be evaluated on their budget narrative, budget summary worksheet, and cost per participant.

## 9. Resources

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Provision of services specified in this RFP requires substantial knowledge & understanding of:

- [Workforce Innovation and Opportunity Act Title I – Overview](#)
- [WIOA Performance](#)
- [Uniform Guidance](#)
- [DWD/DET WIOA](#)
- [WIOA Titles I-A and I-B Policy & Procedure Manual](#)
- [Department of Workforce Development Combined State Plan](#)
- [WCWWDB's WIOA Local Plan](#)

## 10. Instructions for Response

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1. Complete the Service Provider Identification form (*Appendix A*) and use as the cover page to your proposal.
2. Address all areas as a narrative in a Word document using 12-point font.
3. Complete the Certification form (*Appendix B*).
4. The Certification form must be signed and dated by an individual authorized by the agency to enter into binding financial agreements.
5. Utilize *Appendix C* to complete the Budget Summary Worksheet (*Appendix D*). Along with a narrative to clearly explain each budget line item.
6. Using the instructions on *Appendix E*, review and sign the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form (*Appendix F*), The Certification Regarding Lobbying form (*Appendix G*), and the Certification Regarding Equal Opportunity Assurances (*Appendix H*).
7. Attach additional appendices as required in the RFP.
8. Submit the proposal **electronically** by deadline identified in timeline section.

## Appendix A: Service Provider Identification

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**Agency Name:** \_\_\_\_\_

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

(Street, route, or box#)                      (City)                      (State)                      (Zip)

**Contact Person:** \_\_\_\_\_

(Name)                      (Title)                      (Phone#)

**Proposal Category:** WIOA Title 1 B Youth Program

**Program Duration:** July 1, 2022 – June 30, 2023

**Proposed # of Participants enrolled\* in this PY23 sub-grant:** \_\_\_\_\_

*\*A participant is an individual who is determined eligible to participate in the Youth Program and receives an individualized career service funded by WIOA. The proposed number of participants will be expected to be those enrolled in the Youth Program and subject to the performance measures.*

Estimated PY23 Total Youth Allocation	\$420,000
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*\*The WCWWDB reserves the right to modify the PY23 allocations based on appropriations from DWD.*

**Cost per participant (Allocation ÷ Proposed # of Participants):** \_\_\_\_\_

**Proposed # of Staff to be funded by this request:** \_\_\_\_\_

# Supervisory Staff                      \_\_\_\_\_/\_\_\_\_\_ FTE

# Direct Service staff                      \_\_\_\_\_/\_\_\_\_\_ FTE

# Other Staff                      \_\_\_\_\_/\_\_\_\_\_ FTE

Please provide an explanation of "Other" staff and/or inconsistent staffing patterns to be funded by this request.



## Appendix B: Certification

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I certify that all information contained in this proposal is true and correct to the best of my knowledge. I understand the WCWWDB retains the right to a price adjustment to exclude any significant sum by which the price was increased because the awardees had knowingly submitted data that was not accurate, complete, and current as certified.

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WIOA Title I Youth Program Grantee/Contractor Organization

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Typed Name and Title

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Authorized Signature

Date

## Appendix C: Budget (Narrative) Summary Categories

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**Personnel:** Show salaries to be paid for all personnel.

**Fringe Benefits:** Indicate the rate and amount of fringe benefits.

**Travel:** Indicate the amount requested for staff travel.

**Equipment:** Indicate the cost of non-expendable personal property that has a useful life of more than one year with per unit cost of \$1,000 or more. Purchase of equipment with a per unit cost exceeding \$5,000 must be pre-approved by WCWWDB.

**Supplies:** Include the costs for general office supplies such as: copy paper, pens, etc.

**Rent or Rents:** Show the amount to be used for rent and utilities.

**Communication:** Costs for telephone, cellular phone, and internet services.

**Staff Development:** Training for staff development related to the job.

**Other:** Indicate all direct costs, including consultants, not clearly covered by lines one through nine on Appendix D – Budget Summary Worksheet.

**Total, Direct Costs:** Add lines one through nine.

**Indirect Costs:** Indicate the rate and amount of indirect costs, and the base to which the rate is applied. If the agency has a federal indirect cost rate, please include a copy of the negotiated indirect cost rate agreement.

**Work Experience - Youth:** Direct costs related to paid or unpaid work experience. (This would include wages/fringe paid to youth but would not include case management costs.)

**Work Experience - Subrecipient:** Subrecipient staffing costs (wage and fringe only) for the development and management of work experiences (TEGL 23-14 page 8)).

**Training Costs or Stipends:** This includes costs such as various forms of education, training, or support service costs paid directly to or on behalf of participants.

**Total Federal Funds Requested:** Show total of lines 10 through 12.

## Appendix D: Budget Summary Worksheet

	1 In-School	2 Out-of-School (must be >= 75% of total)	3 Total
1. <i>Personnel</i>			
2. <i>Fringe Benefits</i> (Rate = _____%)			
3. <i>Travel</i>			
4. <i>Equipment</i>			
5. <i>Supplies</i>			
6. <i>Rent or Rents</i>			
7. <i>Communication</i>			
8. <i>Staff Development</i>			
9. <i>Other</i> (List major items as Sub-categories)			
10. <i>Total, Direct Cost</i> (Subtotal of Lines 1 thru 9)			
11. <i>Indirect Costs</i> (Rate = _____%)			
12. <i>Work Experience - Youth*</i>			
13. <i>Work Experience - Subrecipient*</i>			
14. <i>Training Costs, Stipends, or Other participant costs</i>			
15. <i>TOTAL Funds Requested</i> (Subtotal of Lines 10 thru 14)			

\* **Total of lines 12 and 13 must be equal to or greater than 25% of Line 15 (Total funds requested)**

## Appendix E: Instructions for Certification

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1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier covered Transaction,”

without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by the clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly entered into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

## Appendix F: Certification Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion

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### Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 - 19211).

**NOTE:** Before completing certification, please read the attached instructions:

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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WIOA Title I Youth Program Grantee/Contractor Organization

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Typed Name and Title

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Authorized Signature

Date

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## Appendix G: Certification Regarding Lobbying

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### 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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any 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 instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all\* sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all\* sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering 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.

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WIOA Title I Youth Program Grantee/Contractor Organization

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Typed Name and Title

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Authorized Signature

Date

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## Appendix H: Certification Regarding Equal Opportunity Assurances

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As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that they have the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

(A) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;

(B) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

(C) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(D) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(E) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

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WIOA Title I Youth Program Grantee/Contractor Organization

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Typed Name and Title

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Authorized Signature

Date