

Lincoln Trail Workforce Development Board  
Request for Proposal  
Youth Services

The Lincoln Trail Area Development District (LTADD), local subgrant recipient for the Lincoln Trail Workforce Development Board (LTWDB) seeks proposals from any governmental, not-for-profit, educational institution or for-profit entity to provide a series of program elements concurrently to young adults (out-of-school youth ages 18-24). Programming should be innovative and tap into other community resources for other services that may be needed for successful participation by the youth. The Lincoln Trail Workforce Development Area covers eight central Kentucky counties – Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

**Background**

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law July of 2014. The Act provides for increased flexibility for local workforce boards to prioritize needs for their local/regional economies and to respond to the need in more efficient and effective ways. In the National Association of Workforce Board’s publication “The Workforce Innovation and Opportunity Act (WIOA) ‘Driving Innovation, Collaboration and Performance’ it says WIOA seeks to increase innovation and opportunities by:

Innovation

- How the systems works collaboratively to serve both business and jobseekers;
- Increase opportunities for individuals with significant barriers, including those with disabilities to access competitive employment; and
- How we use technology to increase the prosperity of the workforce.

Opportunity

- Businesses are able to fill open positions with highly skilled/qualified applicants;
- Individuals who have significant barriers to employment are able to access education and training that leads to employment recognized credentials and jobs that pay well; and
- The workforce system is aligned strategically with social services, education and economic development.” (NAWB)

While WIOA maintains the goal of assisting individuals to find and retain jobs through provisions of training, education, supportive services, and employment, there are some significant changes under WIOA Title I Youth services. Specifically, under the previous program WIA, focus was on provision of services to in-school

youth and WIOA has shifted to a minimum of 75% of funds must be used to provide services to out-of-school youth. Other significant changes are extending youth age eligibility to 24, and 20% of the funds must be spent on work experiences that are incorporated with work-based learning strategies.

The purpose of this solicitation is to assist out of-school youth ages 18 -24 with the following:

- Employment preparation – job readiness/soft skills training combined with work experience in a public, private for profit, or non-profit organization or business. Work experience must be tied to one of the high-demand sectors in the region: **Construction, Healthcare, Manufacturing, Transportation, Distribution and Logistics, and Business and Technical Services.** If at all possible, it is desired to link work experience to programs such as KY FAME.
- Career exploration – Workshops and case management activities.
- Financial Literacy – Workshops and case management activities.
- Post-secondary Guidance – Workshops and case management activities.
- Unsubsidized employment and/or Post-Secondary Attainment – Follow-up services.

Youth served will be recruited from all counties in the region but is highly recommended that bidders evaluate the youth interest and the community need for the proposed program to ensure that performance outcomes are attainable. WIOA funds cannot be used to duplicate existing programs in the area, nor can the funds be used to supplant other funds/programs in the area.

- The maximum amount available through this solicitation is \$175,000.
- The proposal may include staff to oversee and provide direct services including payroll for paid work experience and workshop participation.
- Contract period is on or about May 23, 2017 – September 30, 2017.
- Work Experience Duration – Six weeks.

### **WIOA Youth Eligibility and Relevant definitions**

#### **Definition of an out-of-school youth**

Section 681.210 of the Final Rule define an out-of-school youth as an individual who is:

- Not attending school (as defined under state law);
- Not younger than age 16 or older than age 24 at time of enrollment
- One or more of the following:
  - A school dropout;
  - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;

- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;
- An offender
- A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 140433-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway;
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677, or in an out-of-home placement;
- An individual who is pregnant or parenting;
- An individual with a disability; or
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

### **WIOA Eligibility Requirements**

Section 681.320 of the Final Rule addresses the requirement for youth participants to enroll into the WIOA and all of the following must occur:

- An eligibility determination;
- The provision of an objective assessment;
- Development of an individual service strategy; and
- Participation in any of the 14 WIOA youth program elements.

### **Required 14 program elements for youth participants**

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 (including a recognized certificate of attendance or similar document for individuals with disabilities) or a for a recognized postsecondary credential;
2. Alternative secondary school services, 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 experiences:**
  - a. **Summer employment opportunities and other employment opportunities available throughout the school year;**
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities;

4. Occupational skills training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local WDB determines that the programs meet the quality criteria described in WIOA sec. 123;
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-center activities encouraging responsibility and other positive social and civic behaviors;**
7. Supportive services, including the services listed in §681.570;
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, as provided in §681.580;**
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 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 or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and**
- 14. Activities that help youth prepare for and transition to postsecondary education and training.**

For purposes of this solicitation, the items highlighted in bold are required to be offered. All other elements may be made available through referral to outside community agencies/entities that provide these services. All referrals must be documented in the participant file.

### **Contractor responsibilities**

The contractor may hire/designate staff to plan, operate, oversee and evaluate program services. The contractor must be in a position to provide fiscal services including timesheet maintenance, payroll, tax documentation, workers' compensation and invoicing for costs associated with this contract. A central location for staff to maintain participant files and access to computer programs (word, excel, email, etc.) must be available. Equity of service among the eight counties is a priority but not a requirement.

### **Scope of Work**

- Provide an orientation to all applicants including services available and requirements of the programs

- Make appropriate referrals to other agencies for you who need additional services (elements) not provided under this contract.
- Assess the academic levels, skill levels, occupational interests, strengths, barriers, and identify service needs of each participant.
- Provide intensive case management services that assist youth with barriers to goals of employment and education.
- Coordinate services with partner agencies, organizations and businesses.
- Develop work experience sites in the region's high demand sectors.
- Provide orientation of expectations to work site supervisors and participants.
- Complete a work site agreement to be provided by LTADD/LTWDB.
- Complete a written evaluation of the job site;
- Complete (with the work site supervisor) a written evaluation of the participant's workforce experience activities and progress.
- Monitor and document work experience activities and progress.
- Assist the business and/or participant if concerns/issues occur at the worksite.
- Complete tax and W-2 forms.
- Process payroll for participant wages.
- Assure all child labor and OSHA standards are met.
- Maintain and approve participant timesheets for payment.
- Develop curriculum and facilitate workshops on the items previously identified. At a minimum, the curriculum should include:
  - Financial literacy – understanding paycheck, taxes, banking, establishing and maintaining good credit, etc.
  - Job presentation – appropriate dress, hygiene, timeliness, attendance, etc.
  - Communication – following directions both oral and written, respecting chain of command, etc.
  - Problem-solving – real-life issues and developing solutions.
  - Employer expectations – use of cell phones, attendance, self-initiative, working with others, following directions, etc.
  - Completing applications, resumes, and interviewing skills.
  - Labor market information for high growth, high demand jobs in the region.
  - Awareness of services available through the KCC – Lincoln Trail (Kentucky Career Centers).
  - Transitioning to post-secondary education, full time employment, apprenticeships, etc.

Contractors are encouraged to utilize community partner services to provide part or the entire curriculum as described above. Examples including utilizing businesses to talk about labor market information and/or employer expectations; utilizing free materials through FDIC for financial literacy, utilizing the KCC-Lincoln Trail, libraries, and/or County Extension offices for workshops. Contractors are

responsible to see if free services may be accessed prior to purchasing materials for these purposes.

Follow-up services will be conducted after the work experience activities have ended. These include referral to outside entities (including KCC-Lincoln Trail) for additional services; documenting performance status per quarter and reporting to the Lincoln Trail ADD/LTWDB.

**General Information**

- All out-of-school youth must meet WIOA eligibility requirements prior to program participation. All eligibility determination will be performed by a KCC-Lincoln Trail WIOA Title I Client Services Manager.
- Work-experience participants cannot displace or cause layoffs of paid employees.
- Participants who are placed in subsidized work experience activities are **considered employees of the organization awarded this contract.** All approved participant wages and Lincoln Trail ADD/LTWDB will reimburse fringe as well as other contract expenses.
- Please be aware of your organization’s hiring requirements before submitting a proposal.

**WIOA Performance Outcomes**

Under WIOA, all local workforce development areas must meet certain quantifiable performance measures each program year. The contractor will be responsible for achieving the following performance rates.

| COMMON MEASURES  | NEGOTIATED RATE  | DEFINITION   |
|--|--|--|
| <b>Employment Rate<br/>2<sup>nd</sup> Quarter After Exit</b>                     | 66%  | Percentage of participants who are in unsubsidized employment or enrolled in education or training activities.   |
| <b>Employment Rate<br/>4<sup>th</sup> Quarter After Exit</b>                     | 69%  | Percentage of participants who are in unsubsidized employment or enrolled in education or training activities.   |
| <b>Credential Attainment<br/>Within 4 Quarters<br/>After Exit<br/><br/>(N/A)</b> | N/A – Youth completing only the summer employment program is not required to earn a credential, as youth will not be attending any school. | The percentage of program participants who obtain a recognized postsecondary credential or a secondary school diploma or its equivalent during participation in or within one year after exit from program.<br><br>Program participants who obtain a secondary |

|  |  |  |
|--|--|--|
|  | Therefore, this contract does not have credential attainment included in the performance measures. | school diploma or its equivalent shall be included as meeting the criterion if in addition to obtaining the diploma or its equivalent have obtained employment or are participating in an educational training program leading to a recognized postsecondary credential within one year after exit from the program. |
|--|--|--|

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

**Deliverables**

- Request for Proposal issued - April 10, 2017
- Letter of Intent (via email) - April 14, 2017
- Question and Answers - April 21, 2017
- Proposals due - May 3, 2017
- Board consideration - May 17, 2017
- Contract negotiation and signed - May 18-22, 2017
- Contract begins - May 23, 2017
- Contract ends - September 30, 2017

**Bidder Qualifications/Requirements**

The Lincoln Trail Area Development District seeks a qualified contractor with documentable experience, capacity and subject matter expertise required to provide the services above. In your response, please provide the following evidence:

- Experience with out-school youth.
- Experience and capacity to offer paid work experience services as well as required workshops
- Strategy for designing and implementing a successful work experience for out-of-school youth in the high demand sectors for the region.
- Provide resumes or bios for key members assigned to work on this project.

**Collaborative Projects/Subcontracting**

Please specify in your proposal, the name(s) and qualifications of any “subcontractor(s)” you plan to use to provide some of the services/deliverables for this project. Subcontractors will be held to the same terms and conditions as the contract in order to meet the statement of work, method of payment and

deliverables. Any subcontractor must make available to the Contractor and Lincoln Trail ADD, if requested, copies of personnel records and documentation of employee's compliance with the contract as it is written.

### **Period of Performance**

Any contract awarded as a result of this procurement is contingent upon the availability of funds.

The period of performance for any contract resulting from this RFP is tentatively scheduled to begin on or about May 23, 2017 and will end on September 30, 2017. Amendments extending the period of performance, if any, shall be at the sole discretion of the Workforce Development Board and its agent, the Lincoln Trail ADD.

### **Budget/Available Funds**

In developing your proposal, please provide a detailed line item budget and budget narrative that provides a menu of options (to the extent possible at this early stage) for the work experience and workshops. Failure to submit both a line item budget and budget narrative will disqualify your proposal submission.

### **General Information**

The Coordinator for this solicitation is the sole point of contact at the Lincoln Trail Area Development District. All communications between the bidder and the LTADD must be submitted in writing via email to:

Sherry L. Johnson, Associate Director  
Lincoln Trail Area Development District  
P. O. Box 604  
613 College Street Road  
Elizabethtown, KY 42702-0604  
270.769.2393  
Email address: [sherry@ltadd.org](mailto:sherry@ltadd.org)

Any other communication will be considered unofficial and non-binding on the Lincoln Trail ADD. Communication directed to other parties other than the coordinator may result in automatic disqualification.

### **Issuance of Questions and Answers**

Written questions should be submitted to the RFP Coordinator during the scheduled Question and Answer period. Questions must be sent via email. All responses will be issued by email and will be sent individually to each consultant. The Lincoln Trail ADD shall be bound only to written answers to questions.

### **Submission of Proposals**

Consultants are required to submit (one unbound original and one electronic copy) of the proposal. The original must contain original signatures. The proposal whether mailed or hand delivered, must arrive at the LTADD no later than 12:00 pm (Eastern) on **April 21, 2017**. The proposal is to be sent to the RFP Coordinator at the appropriate address listed above. If mailed, the envelope should clearly be marked to the attention of the RFP Coordinator.

Consultants mailing proposals should allow normal delivery time to ensure timely receipt of the proposals by the Coordinator. Consultants assume the risk for the method of delivery chosen. The LTADD assumes no responsibility for delays caused by any service. Proposals may not be transmitted using electronic media such as fax or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the LTADD and will not be returned.

### **Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all potential consultants who have received the RFP. For this purpose, the published questions and answers document and any other pertinent information shall be provided as an addendum to the RFP.

### **Responsiveness**

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

### **Contract, General Terms and Conditions**

The successful consultant will be expected to enter into a contract, which contains the same, general terms and conditions as attached in Exhibit B. In no event is a consultant to submit its own standard contract terms and conditions in response to this solicitation. The vendor may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The LTADD will review requested exceptions and accept or reject the same at their discretion.

### **Costs To Propose**

The LTADD will not be liable for any costs incurred by the vendor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

### **No Obligation to Contract**

This solicitation does not obligate the LTADD to contract for services specified herein.

### **Rejection of Proposals**

The LTADD reserves the right at its sole discretion, to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

### **Commitment of Funds**

Wendell C. Lawrence, Executive Director of the Lincoln Trail Area Development District is the only individual who may legally commit the LTADD to the expenditure of funds for a contract resulting from the RFP. No cost chargeable to the proposed contract may be incurred before the execution date stipulated in the contract and all required signatures affixed.

### **Proposal Format**

Following the prescribed sequence, each proposal should include:

- Letter of Submittal (Cover Letter) – One original letter of submittal and the attached Certification and Assurance form (Exhibit A to this RFP must be signed and date by a person authorized to legally bind the Consultant to a contractual relationship, e.g., President, Executive Director, managing partner or proprietor. Along with introductory remarks, the letter is to include by attachment, the following information about the vendor and any proposed subcontractors:
  - Name, address, principal place of business, telephone and fax numbers, email address of legal entity or individual with whom the contract would be written.
  - Name, address and telephone number of each principal officer.
  - Legal status of consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
  - Federal Employment Tax Identification Number (FEIN).
  - Location of the facility from which the consultant would operate.
  - Identify any LTADD employees or former LTADD employees employed or on the consultant's governing board as of the date of the

proposal. Include their position and responsibilities within the consultant's group. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the consultant may be disqualified from further consideration for the award of a contract.

- Summary of qualifications of responding organization, including experience of individuals involved with the organization and assigned to this project. (Please attach resumes.)
- Description of proposal to produce desired project.
- Project timeline. Should include timeframe for working with the LTWDB and staff.
- Detailed proposal budget – should include a budget narrative as well.
- Proposal must be signed by an authorized official of the proposer's organization and must contain all required forms and signatures as specified. Contact person for follow up questions should also be identified.

### **Evaluation Procedure**

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. An evaluation team, designated by the Lincoln Trail Workforce Development Board (LTWDB), which will determine the ranking of proposals, shall conduct the evaluation of proposals. The LTWDB, at its sole discretion, may elect to select the top scoring consults as finalists for an oral presentation.

### **Evaluation and Scoring**

A review panel will evaluate all proposals that pass the initial compliance review. Each reviewer will independently review and score proposals on a 100-point scale using the following criteria:

#### **Demonstrated experience on similar projects 20 points**

Must have demonstrated experience. Must have experience with public/private entities. Include examples of work, clients, and reference, etc.

#### **Project Team Structure/Internal Controls 20 points Staff Qualifications/Availability**

The bidder must commit staff and/or subcontractors identified in its proposal who will actually perform the assigned work. Consultant(s) team must be in communication with the LTWDB committee on a continuing basis to ensure quality of the ongoing project. Any staff substitution must have prior approval from the LTADD and LTWDB.

#### **Proposed Methodology 35 points**

Specify how bidder will organize and execute the work described in Project Activities and Deliverables. The RFP evaluation process is designed to award this

procurement not necessarily to the consultant of least costs, but rather to the consultant whose proposal best meets the requirements of the board and the requirements as stated in this RFP. Bidders will be required to describe in detail what methodologies they would use in conducting this study; so that proposals can be evaluated on such criteria as comprehensiveness of approach, responsiveness of proposed method, desired outcomes, timeframes, creativity of project design, etc.

**Overall Responsiveness to the RFP**

**20 points**

The RFP evaluation process will review each proposal with the ultimate goal in mind of assisting in the preparation of a work experience in high demand occupations and required workshops for out-of-school youth for the Lincoln Trail Workforce Development Board.

**Budget Justification**

**5 points**

Bidder is to submit a budget including staff cost and any travel or other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Cost reasonableness and competitiveness will be evaluated as one factor, but lowest bid will not be the decisive factor. Budget narrative also accurately explains the proposed expenditure in sufficient detail to warrant the proposed costs.

**TOTAL POINTS AVAILABLE: 100**

**Exhibit A**

**Certifications and Assurances**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal, is a firm offer for a period of 60 days following receipt, and it may be accepted by the Lincoln Trail Area Development District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the Lincoln Trail Area Development District whose

duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

5. I/we understand that the Lincoln Trail Area Development District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Workforce Development Area, and I/we claim no proprietary right to the ideas, writing, items or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the bidder and will not be knowingly disclosed by him/her prior to opening, directly or indirectly to any other bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to the proposal.
8. No attempt has been made or will be made by the Proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

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Signature of Proposer

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Consultant/Firm

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Title

Date

## **Exhibit B**

### **General Assurances and Certifications**

Any agency/firm/consultant awarded federal funds through the Workforce Innovation and Opportunity Act of 2014 (WIOA) must be in compliance with numerous laws and regulations. Most these will be addressed in a contract. The bidder hereby assures and certifies compliance with each of the requirements where applicable.

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. The bidder is authorized by its Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal.
2. The bidder organization is not currently on any federal, Commonwealth of Kentucky, or local Debarment List.
3. The bidder organization will provide records to show that it is fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
4. The bidder has, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. The bidder will abide by all fiscal and program requirements as provided in the WIOA and federal regulations.
6. The bidder will abide by record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42 and any applicable state retention schedules.
7. The bidder will abide by the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
8. The bidder will abide by Equal Employment Opportunity – All Contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and E.O. 13672, as supplemented by regulations at 41 CFR Part 60, "Office of Federal Acquisition Compliance Programs, and Equal Employment Opportunity Department of Labor."
9. The bidder will abide by The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act

provides that each Contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the federal awarding agency.

10. The bidder will abide by The Davis-Bacon Act as supplemented by US Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, Contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of an Agreement shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency.
11. Proprietary Information. During both the Agreement timeframe and after its completion, the Contractor agrees to keep and hold all Proprietary Information disclosed by the LEO Governing Board, LWDB, partnering entities, affiliates, customers, or vendors of the local workforce development area in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, and customer lists.

**The bidder will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:**

- Maintaining records that accurately reflect fiscal accounts;
- Maintaining record confidentiality, as required;
- Reporting financial data, as required;
- Permitting and cooperating with federal investigations undertaken in accordance with the WIOA;
- Complying with federal and state non-discrimination provisions;
- Meeting requirements of Section 504 of the Rehabilitation Act of 1973;
- Meeting all applicable labor laws, including Child Labor Law standards; and
- Accepting funding for and working within the guidelines of other funding opportunities provided the LWDB.

**The bidder will not:**

- Use WIOA funds to assist, promote, or deter union organizing;
- Use WIOA funds to employ or train persons in sectarian activities; or
- Use WIOA funds for lobbying.

The undersigned hereby assures and certifies that if selected the bidder's organization is in compliance with all of the Assurances and Certifications where applicable.

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Name and Title of Authorized Representative

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Signature Date

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Name of Applicant Organization

**Exhibit C**

**Debarment Certification**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

**Primary Covered Transactions**

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**Applicant Organization**

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**Applicant Organization Address**

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).

1. The prospective primary participant (i.e. Local grant subrecipient) certifies to the best of its knowledge and belief, that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
  - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or 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 also 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 three-year period preceding this application/renewal had one or 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 application/renewal package.

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Name and Title of Authorized Representative

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Signature Date

**Exhibit D**

**Non-Collusion Affidavit**

Commonwealth of Kentucky

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer of the Lincoln Trail Workforce Development Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

County of

Commission Expiration Date

## **Exhibit E**

### **Grievance Procedures**

#### **LINCOLN TRAIL WORKFORCE DEVELOPMENT AREA GRIEVANCE PROCEDURE FOR WIOA CUSTOMER/PARTICIPANT/INTERESTED PARTIES**

The Lincoln Trail Workforce Development Area (LTWDA) Grievance Procedures shall apply to alleged violations of the requirements of title I of the Workforce Innovation and Opportunity Act (WIOA). Except for complaints alleging discrimination brought under WIOA section 188 and/or 29 CFR part 37, which should be filed within one hundred eighty (180) days, you shall have within one year of the alleged occurrence(s) of the incident to file a grievance.

#### **GRIEVANCE PROCEDURE:**

The LTWDA grievance procedure for a WIOA customer/participant begins with the service provider/contractor providing the service(s) that resulted in the grievance/complaint. The customer/participant must follow the grievance procedure outlined by the provider's /contractor's policies and procedures and request any decision/resolution in writing. If no resolution is reached within the timeframe specified by the provider's/contractor's policies and procedures the customer/participant should contact the Employment/Training staff of the Lincoln Trail Workforce Development Board (LTWDB) at the Lincoln Trail Area Development District, P. O. Box 604, Elizabethtown, KY 42702-0604.

**This must be done in writing and summarize the alleged grievance/complaint. You must also include a copy of the written decision reached through the provider/contractor's grievance procedures.** An informal decision must be reached or a hearing completed by the LTWDB staff within sixty (60) days of the filing of the grievance/complaint with the LTWDB. (An individual alleging a labor standards violation is allowed to submit the grievance/complaint to a binding arbitration procedure if a collective bargaining agreement covering the parties to the grievance so provides.)

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet - Department for Workforce Investment - Office of Employment and Training, 275 E. Main Street, 2<sup>nd</sup> Floor, Frankfort, KY 40621. Policies required and/or issued by the Office of Employment and Training will govern this process.

The local grievance/complaint procedure for service providers or other interested parties affected by the Lincoln Trail Workforce Development System begins by notifying the staff of the LTWDB of the grievance/complaint **in writing** at the Lincoln Trail Area Development District, P.O. Box 604, Elizabethtown, KY 42702-0604. The service provider or other interested parties shall include in the written complaint, a summary of the grievance/complaint and any informal steps taken to achieve satisfactory resolution. The staff of the LTWDB will respond in writing to the filing of the grievance/complaint within sixty (60) days with an informal resolution or conduct a hearing that results in a decision.

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet – Department for Workforce Investment- Office of Employment and Training, 275 E. Main Street, 2<sup>nd</sup> Floor, Frankfort, KY 40621. Policies required and/or issued by the Office of Employment and Training will govern this process.

Failure to follow these steps and timeframes may result in your complaint being dismissed.

I have been instructed as to my rights and responsibilities under the WIOA program and do hereby acknowledge my understanding of the same.

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Customer/Participant/Interested Party Signature

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Date

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Signature of Lincoln Trail WDB Staff

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Title

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Date

## **Exhibit F**

### **Program element definitions in the Final Rule**

#### §681.480 – What is a pre-apprenticeship program?

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in an apprenticeship program register under the Act of August 16, 1937, and includes the following elements:

- a. Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- b. Access to educational and career counseling and other supportive services, directly or indirectly;
- c. Hands-on meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
- d. Opportunities to attain at least one industry-recognized credential; and
- e. A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

#### §681.490 – What is adult mentoring?

Adult mentoring for youth must:

1. Last at least 12 months and may take place both during the program and following exit from the program;
2. Be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and
3. While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with who the youth interacts on a face-to-face basis.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

#### §681.500 – What is financial literacy education?

The financial literacy education program element may include activities which:

- a. Support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions;

- b. Support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards;
- c. Teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit;
- d. Support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions;
- e. Educate participants about identity theft, ways to protect themselves from identity theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data;
- f. Support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials;
- g. Support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling;
- h. Provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings; and
- i. Implement other approaches to help participants gain the knowledge, skills and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools and instruction.

§681.510 – What is comprehensive guidance and counseling?

Comprehensive guidance and counseling provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

§681.520 – What are leadership development opportunities?

Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- a. Exposure to postsecondary educational possibilities;
- b. Community and service learning projects;

- c. Peer-centered activities, including peer mentoring and tutoring;
- d. Organizational and team work training, including team leadership training;
- e. Training in decision-making, including determining priorities and problem solving;
- f. Citizenship training, including life skills training such as parenting and work behavior training;
- g. Civic engagement activities which promote the quality of life in a community; and
- h. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as Standing Youth Committee.

§681.530 – What are positive social and civic behaviors?

Positive social and civic behaviors are outcomes of leadership opportunities, which are incorporated by local programs as part of their menu of services. Positive social and civic behaviors focus on areas that may include the following:

- a. Positive attitudinal development;
- b. Self-esteem building;
- c. Openness to work with individuals from diverse backgrounds;
- d. Maintaining healthy lifestyles, including being alcohol- and drug-free;
- e. Maintaining positive social relationships with responsible adults and peers, and contributing to the well-being of one's community, including, voting;
- f. Maintaining a commitment to learning and academic success;
- g. Avoiding delinquency; and
- h. Positive job attitudes and work skills.

§681.540 – What is occupational skills training?

The Department defines occupational skills training as an organized program of study that provides specific vocational skills that leads to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Local areas must give priority consideration to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. Such training must:

1. Be outcome-oriented and focused on an occupational goal specified in the individual service strategy;
2. Be of sufficient duration to impart the skills needed to meet the occupational goal; and
3. Lead to the attainment of a recognized postsecondary credential.

The chosen occupational skills training must meet the quality standards in WIOA sec. 123.

§681.550 – Are Individual Training Accounts permitted for youth participants?

Yes. In order to enhance individual participant choice in their education and training plans and provide flexibility to service providers, the Department allows WIOA Individual Training Accounts (ITAs) for OSY, ages 16 -24 using WIOA funds when appropriate.

§681.560 – What is entrepreneurial skills training and how is it taught?

Entrepreneurial skills training provides the basics of starting and operating a small business.

Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

1. Take initiative;
2. Creatively seek out and identify business opportunities;
3. Develop budgets and forecast resource needs;
4. Understand various options for acquiring capital and the trade-offs associated with each option; and
5. Communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills include, but are not limited to, the following:

1. Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation.
2. Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
3. Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

§681.570 – What are supportive services for youth?

Supportive services for youth, as defined in WIOA sec. 3(59), are services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- 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. Legal aid services;
- i. Referrals to health care;
- j. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- k. Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- l. Payments and fees for employment and training-related applications, tests, and certifications.

§681.580 – What are follow-up services for youth?

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services for youth also may include the following program elements:

- 1. Supportive services;
- 2. Adult mentoring;
- 3. Financial literacy education;
- 4. Services that provide labor market and employment information on in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- 5. Activities that help youth prepare for and transition to postsecondary education and training.

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or cannot be located or contacted. Follow-up services may be provided beyond 12 months at the State or Local WDB's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual and therefore, the type and intensity of follow-up services may differ for each participant. Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

Additional Out-of-School Youth Guidance:

**It is strongly recommended that all potential bidders review the following Training and Employment Guidance Letter (TEGL) as issued by the United States Department of Labor, Employment and Training Administration:**

TEGL 21-16-- *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance* has been added to the ETA Advisory database and is now available at [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=7159](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159).

