

KANSAS DEPARTMENT OF COMMERCE

WIOA Youth Services Project

Solicitation for Grant Applications

**Pre-bid Conference Call March 25, 2019, 2:30 PM
866-620-7326, Conference Code 859 401 2123#**

Applications due April 30, 2019

Anticipated Program Start Date: June 1, 2019

Anticipated Project End Date: December 31, 2020

1) **Background and Scope**

As described in Section 2(3) and 2(4) of the Workforce Innovation and Opportunity Act (WIOA), the purpose of the act is to improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy. Additionally, the purpose is to promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.

WIOA Youth Funds reserved by the Governor for statewide workforce investment activities may be used for activities authorized in WIOA sec. 129(b). The Kansas Department of Commerce (Commerce) is the designated state workforce agency and has determined Youth Services demonstration projects may produce positive long-term effects on the use of specialized workforce system structures to meet the needs of employers.

As provided for in WIOA Sec. 129((b)(2)(A)(ii), (B) and (C), Commerce will grant funds to eligible entities to implement innovative projects which —

1. Deliver demonstration projects related to meeting the education and employment needs of eligible youth;
2. Develop alternative, evidence- based programs and other activities that enhance the choices available to eligible youth and encourage such youth to reenter and complete secondary education, enroll in postsecondary education and advanced training, progress through a career pathway, and enter unsubsidized employment that leads to economic self-sufficiency;

2) **Objective**

The objective of this project is to develop service-delivery projects for youth with multiple barriers to employment within the state to demonstrate methods, tactics, strategies, innovation and efficiencies not currently utilized or realized by existing WIOA Youth programs.

3) **Qualified Respondents**

Local workforce development boards; Public Not-for-Profit Organizations with 501 (c)(3) status; public or private schools, unified school districts, community and technical colleges; community-based organizations, faith-based organizations and other entities with a demonstrated capacity for fiscal integrity and ability to meet performance accountability measures.

Qualified respondents must:

1. Establish and follow a service-delivery policy and/or procedure in accordance with federal and state laws and regulations and **KANSASWORKS** State Board policy.
2. Consult and coordinate with Local Workforce Development Board in design and delivery of funded services.

3. Provide adequate staffing to establish partnerships with employers and other partners, develop individualized service-delivery plans, recruit participants, provide counseling and supportive services, and manage and maintain activity and performance data.
4. If successful respondent is a Local Workforce Development Board, co-enroll all participants in appropriate WIOA programs (in-school youth, out-of-school youth); if successful respondent is not a Local Workforce Development Board, negotiate with the local Board(s) to determine if participants will also be co-enrolled in WIOA programs.
5. Enter data in **KANSASWORKS.com** on a frequent basis to ensure on-going state monitoring of activities.
6. Use no less than 75% of granted funds to serve out-of-school youth

The successful sub-grantee will be awarded a firm, cost reimbursement sub-grant agreement for work performed pursuant to this SGA. The sub-grant agreement term will be effective June 1, 2019 through December 31, 2020.

The total amount of funding available for all projects is projected to be \$500,000 maximum to serve qualified participants. This funding opportunity is projected to fund a maximum five (5) proposals. Funding amounts are subject to continued WIOA allocations from the United States Department of Labor and final negotiated price of any award.

Commerce reserves the right to modify services specified in this SGA to conform to federal or state regulatory changes and state policy changes as they occur. If changes to the scope of service are necessary, the selected sub-grantee and Commerce will enter into good-faith negotiations to address additional/modified services and related costs.

Applicants are expected to carefully examine all requirements stipulated in this SGA and respond to each requirement in their proposals.

The design and implementation of WIOA youth activities are governed by federal statutes and regulations and **KANSASWORKS** State Board policy. Federal regulations identify specific program design policies and procedures that must be adhered to on the state and sub-grantee level. Respondents to this SGA are strongly encouraged to review 20 CRF Part 681 to ensure program implementation and management requirements conform.

4) Services to be Provided

Commerce's goal for this solicitation is to fund projects are to increase, services available to youth in underserved areas, particularly those with multiple barriers to employment, which will lead to employment providing self-sufficient wages, and/or to increase educational skills resulting in credential attainment. Each respondent must describe how it will provide any of the services listed below:

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 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:
 - Summer employment opportunities and other employment opportunities available throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities;
4. Occupational skill 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, as identified by the Local Workforce Development Board in the Local plan;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
7. Supportive Service allowed in 681.570
8. Adult Mentoring for a duration of at least 12 months
9. 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;
10. Financial literacy education;
11. Entrepreneurial skills training
12. 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;
13. Activities that help youth prepare for and transition to postsecondary education and training.

Additionally, Commerce expects respondents to

1. Provide pre-employment interventions, as appropriate, to prepare participants prior to placement in any work-based training environment;
2. Provide supportive services in collaboration with WIOA Core and Required partners to improve the employability of participants;
3. Substantially improve employment outcomes of the most difficult to place individuals;
4. Develop stable, collaborative, mutually beneficial relationships with employers on behalf of youth participants;
5. Develop program models that are replicable and sustainable

Awardees will be required to:

1. Recruit eligible trainees, individuals age 14 to 24, who:
 - a. Are enduring multiple barriers to employment;
 - b. Are eligible to work in the United States; and
 - c. Are currently unemployed.
2. Meet the requirements of WIOA Sec. 129;
3. Provide short-term employment readiness training;
4. Develop suitable individual interventions/services through a written Individual Service Strategy;
5. Provide appropriate supervision, orientation, and specialized skill training or skill enhancement opportunities, leading to skills certification;
6. Provide ongoing job search assistance including:
 - a. **KANSASWORKS** registration;
 - b. Referrals to training-specific job fairs;
 - c. Interviewing skills;
 - d. Employment counseling; and
 - e. Development of training and employment strategies which will result in transition into employment or postsecondary education;
7. Establish a practical area of service that may include crossing the local workforce development area boundary;
8. Establish appropriate linkages to entities that will foster participation of eligible local area youth such as:
 - a. Local area justice and law enforcement officials
 - b. Local public housing authorities
 - c. Local education agencies
 - d. Local human service agencies
 - e. WIOA Title II adult education providers
 - f. Local disability-serving providers and health and mental health providers
 - g. Job Corps representatives, and
 - h. Other area public and private youth initiatives including those that serve homeless youth
9. Record all activities in kansasworks.com

5) Qualified Participants

To be eligible as an **Out-of-School Youth**, an individual must meet each of the following criteria:

Not attending any school (as defined under State law);

Not younger than age 16 or older than age 24 at time of enrollment in project. (Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program); and

One or more of the following:

- (1) A school dropout;
- (2) 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. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters;
- (3) 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;
- (4) An offender;
- (5) 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. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)) or a runaway;
- (6) 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;
- (7) An individual who is pregnant or parenting;
- (8) An individual with a disability; or
- (9) A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

To be eligible as an **In-School Youth**, an individual must meet each of the following criteria:

Attending school (as defined by State law), including secondary and postsecondary school;

Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment. (Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program);

A low-income individual; and

One or more of the following:

- (1) Basic skills deficient;
- (2) An English language learner;
- (3) An offender;
- (4) A homeless individual aged 14 to 21 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), a homeless child or youth aged 14 to 21 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), or a runaway;
- (5) 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;
- (6) An individual who is pregnant or parenting;
- (7) An individual with a disability; or
- (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

6) Program Performance Requirement

Performance measures are established by USDOL and negotiated by Commerce and Local Workforce Development Boards. The sub-grantee shall be responsible for achieving WIOA Title I performance goals. Performance goals may be revised each year. Performance goals are tracked through kansasworks.com.

7) Reporting Requirements

A. Reporting requirements shall include program and financial reports and will include but not be limited to the following:

1. Programmatic: Timely and accurate data entry in kansasworks.com to ensure current information is available.

a. Monthly participation reports as required by Commerce due no later than the 5th day of the following month.

b. Quarterly program narrative report due no later than 5th of the month following the end of the quarter.

c. Quarterly fiscal reports as required by Commerce’s Chief Fiscal Officer (CFO).

d. A written six-month program performance report due no later than the last day of December 2019 and a one-year written program performance report due no later than the last day of June 2020. A final written report will be due no later than January 10, 2021.

e. Corrective action plans as required by Commerce.

f. Ad-hoc reports as required by USDOL and/or Commerce.

g. Final close-out and project narrative report due no later than 15 days after the project end date.

2. Financial: Invoices for services and related expenses shall be billed through a cost reimbursement process on a monthly basis.

8) Special Conditions

- A. Continuation of awarded funds is dependent on availability of federal funds and the sub-grantee's successful performance as evaluated at the end of each quarter.
- B. Attendance is required at any training session during the project duration deemed mandatory by Commerce, and the sub-grantee must ensure that funds are available to support such attendance.
- C. Attendance is required at all teleconference meetings conducted by Commerce or its contractors.
- D. Workers' compensation coverage is required at all times during a participant's training.
- E. Accurate financial reports including accruals must be submitted as required by Commerce's CFO and/or program staff.
- F. The sub-grantee will be subject to corrective action if the sub-grantee submits insufficient data or data that does not meet quality thresholds established by USDOL and Commerce.
- G. The sub-grantee will be legally obligated to enter all required data relating to all participants served during the grant period in kansasworks.com. Sub-grantees shall be responsible for keeping participant files up-to-date, especially in time to meet reporting deadline requirements.
- H. Sub-grantee will be solely responsible for paying Commerce any and all disallowed costs associated with the misappropriation of federal funds and/or costs expended on participants who were erroneously determined to be eligible for services. Disallowed costs may not be paid with any other federal funds.
- I. Sub-grantee is obligated to provide access to all program files, electronic or paper, to Commerce or USDOL as requested.

9) Staffing Requirements

Sub-grantee personnel assigned to this engagement shall be fully qualified and have adequate knowledge of WIOA Title I programs, employment services and economic development activities in the proposed service-delivery area. All staff having direct contact with youth must complete and pass a background check.

10) State Resources to be Provided

Commerce shall assign agency staff to provide technical assistance to the sub-grantee and sub-grantee's staff regarding program administration. State staff shall provide the sub-grantee or designated staff all information needed to successfully begin delivery of services and any necessary guidance throughout the term of the grant.

11) Organization/Agency Requirements

A. The sub-grantee must provide services to eligible participants consistent with WIOA Title I and this solicitation.

B. The sub-grantee must carry out the direct service requirements as defined in this SGA and the In-School Youth and Out-of-School Youth programs of Title I of WIOA and its regulations.

C. The sub-grantee must demonstrate its ability to:

- Maintain a financial system to track at least 75% of granted funds are used to serve Out-of-School Youth.
- Maintain a financial system for the payment of allowable support services.
- Maintain participant files in a confidential environment for a minimum of three years.
- Develop appropriate operational and fiscal policies and reporting procedures, to ensure federal and state goals, objectives, and performance measures for project funds are met.
- Adhere to USDOL Uniform Guidance 2 CFR 200 regarding expenditures.
- Achieve established performance goal outcomes within the timeframe allotted.
- Provide timely access to project information and services for all applicants and participants seeking services.
- Recruit, assess and enroll eligible individuals consistent with established enrollment goals.
- Ensure that sufficient qualified staff is available to manage the program and deliver services.
- Ensure that all staff funded under this agreement is adequately trained in WIOA Title I processes and procedures, particularly WIOA Title I eligibility for services (including hard-to-serve eligibility requirements), Individual Service Strategy plan development requirements, assessment procedures, performance outcome measures and the appropriate use of approved funds.
- Ensure that participant case management system files are maintained in compliance with USDOL or other federal and state rules and regulations, and any applicable Commerce policies.
- Ensure that participant confidentiality is maintained at all times.

REQUIREMENTS for PROJECT NARRATIVE

To be considered responsive, each applicant must provide a comprehensive project narrative explicitly describing the following project components. Each respondent should review Sections 1 through 9, and 11, above and incorporate its understanding of each item in the narrative. Project narratives should be no more than 15 pages, double-spaced, 12-point font. All pages in the project narrative should be numbered. In addition to the project narrative, applicants must complete the attached budget narrative. Both the project narrative and the budget narrative, along with a cover letter, should be emailed to WorkforceSvcs@ks.gov by 4:00 PM on April 30, 2019. Responsive applications will be reviewed by a panel of qualified individuals with oversight or supervision of the Kansas workforce system.

The requirements below are mandated components of the project. Sub-grantees must have an action plan for each of these requirements to effectively operate and manage this project, and develop a line-item budget that supports policies and procedures for planned services.

BONUS Opportunity: Respondents proposing services to rural areas will receive a bonus of 10 points added to their total score.

I. Knowledge of Economic Conditions for the Service Area (5 Points)

To be effective, applicants must have a working knowledge of the regional labor market. Provide an overview of the labor market in where this project will operate. The overview should identify industries that are growing in the geographic area and have elevated levels of total employment. Provide labor market information for specific occupations in those industries that offer career opportunities for project participants and how this information will be used to identify training opportunities specific to the current labor market demand for the demographic area. Applicants must also demonstrate how their proposed project will support local and regional economic development strategies.

II. Identification of Project Partners (10 Points)

Applicants must describe a comprehensive plan for identifying and recruiting employers and/or groups of employers, and other partners to implement this project and provide services. Applicants must detail how workforce needs will be identified by the employer partners; how proposed partner services will be identified; and how partners will help address any barriers experienced by participants which have or may prevent participants from positive employment outcomes.

III. Recruitment of Participants (20 Points)

Applicants must describe a comprehensive plan for recruiting program participants. This plan should include specific recruiting activities that the sub-grantee will use, including the role of partners involved in these efforts. Identify milestones, resources, and timelines for recruiting a significant number of participants initially and on an on-going basis. This plan should also include a description of the role that employers will play in recruiting activities.

IV. Development of Service Delivery and Agency Capacity (15 Points)

Applicants must explain the process by which partners will be engaged to develop and provide services to youth to prepare participants to meet the specific needs of employers or groups of employers. Applicants may target specific industries, specific geographical regions or describe some other method for efficient delivery of services. Current partnerships, including secondary and/or postsecondary partnerships, must be described, to indicate how they have collaborated with the respondent in previous programs for youth. Applicants must also describe its capacity to provide proposed services, including experience with youth programs, fiscal and organizational structure and evidence of ability to comply with local, state and/or federal grant requirements.

V. Direct Service Requirements (35 Points)

Applicants must describe delivery, including timelines, of project activities as follows:

1. Determine participant eligibility in accordance with this SGA and WIOA Title I.
2. Orient participants to the project program and project goals.
3. Conduct participant assessments to evaluate skills both prior to enrollment in the project and at the end of training.
4. Develop an Individual Service Strategy for each participant in the program and update as each goal is met.
5. Develop providers of and access to pre-employment skills training, i.e. soft skills training, for any participant lacking significant work history and/or assessed as lacking employability skills, including basic skills deficiency.
6. Develop procedures for providing support services, using project, and other funding, through Memoranda of Understanding or other written agreements with partners.

7. Coordinate activities with other private and public entities that provide services to project participants, such as community and faith-based organizations, transportation programs, and programs for those with special needs.
8. Maintain contact with participant throughout service delivery until placed in employment and/or enrollment in additional educational services.
9. Maintain contact with project employers or groups of employers and partners to mitigate any issues or other concerns.
10. Record all activities in kansasworks.com in a timely manner.

VI. Projected Outputs and Outcomes (15 Points)

Respondents must project the following outputs and outcomes for the project:

Number of -

1. Participants recruited
2. Participants assessed
3. Participants enrolled in project
4. Participants entered basic skills training/remedial education
5. Participants satisfactorily completing basic skills training/remedial education
6. Participants entered secondary education program
7. Participants satisfactorily completed secondary educational program
8. Participants entered post-secondary educational program
9. Participants satisfactorily completed post-secondary educational program
10. Participants attaining a credential
11. Credentials awarded
12. Participants achieving measurable skill gain
13. Participants employed
14. Placement wage
15. Other measures determined by the applicant