



Requests for Proposals

For the period of February 1, 2021 – December 31, 2021

TANF Youth Career Readiness Program

Proposals Due:

Thursday, January 7, 2021

Westmoreland-Fayette Workforce Development Board
145 Pavilion Lane,
Youngwood, PA 15697

RFP Release Date:

Thursday, December 10, 2020

The Westmoreland-Fayette Workforce Development Board (FWWDB) is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

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General Information

This section provides general background information related to the regulatory and programmatic context to this RFP.

About the Westmoreland-Fayette Workforce Development Board

The Westmoreland-Fayette Workforce Development Board (WFWDB) is the entity designated by the Westmoreland and Fayette County Commissioners to provide staff support and act as the administrative entity and the fiscal agent for the operation of workforce development activities within the Westmoreland-Fayette two county area. The WFWDB is a business, education, and community board that is empowered to lead workforce development in Fayette and Westmoreland counties.

It is the mission of the WFWDB to serve as the local entity, responsible for the strategic planning and promotion of an effective workforce development system in Westmoreland and Fayette counties that responds to regional labor market needs. As a leading change agent for workforce development, the WFWDB leads development activities by:

- Developing and maintaining an organization that promotes advancing effective education and training for family-sustaining jobs for the people of Fayette and Westmoreland counties.
- Responding to the needs of the community by building and enhancing the career development and workforce training system.
- Identifying and addressing gaps in the workforce resources it serves.
- Building relationships with employers, educators, economic development partners, and/or elected officials in order to facilitate a cooperative effort to meet the needs of the area.

Statement of Purpose

The WFWDB is requesting proposals from qualified organizations for TANF Youth Career Readiness Programs for TANF in-school youth between the ages of 12 (or has completed the 5th grade) and 22 years old. In-school youth ages 18-22 attending a post-secondary education institution should be prioritized for internship opportunities. Youth should be residents of Westmoreland County or Fayette County.

The WFWDB is seeking proposals that utilize creative and innovation youth development practices to provide outreach, potential work/internship experiences, and career readiness programs to low-income youth. These experiences should provide opportunities for youth to gain quality work habits, valuable employment skills, and education on career pathways that support career and life goals.

Contract Award & Funding Available

One or more contracts may be awarded under this RFP, in accordance with the Evaluation Criteria. Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of state and federal funds and the continued authorization of TANF activities in Westmoreland and Fayette counties. Services will commence on February 1, 2021 and will end on December 31, 2021 subject to the available and appropriation of funds. The WFWDB intends to provide approximately \$300,000 (in total) for delivery of all services described in this RFP. Additionally, the WFWDB intends to award at least five (5) proposals.

The award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, etc. as determined by WFWDB, which meet the requirements and criteria set forth in

this solicitation. The WFWDB may fund all or part of a proposal and will only accept proposals for the services requested herein.

The proposals submitted in response to this solicitation are not legally binding documents. However, the contents of the proposal(s) of the successful bidder(s) will become contractual obligations and failure to accept these obligations in a contractual agreement may result in the cancellation of the award. WFWDB staff will negotiate and execute contracts with the bidder(s) approved for funding. These discussions will take place after final funding approval and may include such items as budget, costs, program design, service levels, location, target population, projections, and clarifications.

Procurement Timeline:

- | | |
|---|----------------------------------|
| • Release RFP | December 10, 2020 |
| • Questions for Bidder’s Conference Due | December 17, 2020 at 12 p.m. EST |
| • Bidder’s Conference | December 18, 2020 at 1 p.m. EST |
| • Proposals Due | January 7, 2021 at 4 p.m. EST |
| • Expected Date for Notification of Award | January 20, 2021 |
| • Start Date for Contract | February 1, 2021 |

Bidder Conference & Questions

A bidder’s conference will be held virtually on Friday, December 18, 2020 at 1 p.m. EST. Registration will be required. Information will be provided on the WFWDB’s website found at www.westfaywib.org -> Resources -> Procurement -> Request for Proposals (RFP).

At the conference, the WFWDB staff will review the requirements of the RFP, answer submitted questions, and accept questions from the attendees regarding the RFP. All interested applicants are encouraged to attend, although attendance is not required to submit a proposal. Questions for the bidder’s conference should be sent to Courtney Venick at cvenick@westfaywib.org by Thursday, December 17 at 12 p.m. EST.

Submission of Proposals

Submission of proposals unnecessarily elaborate or lengthy is not encouraged; neither are special bindings or coverings. Proposals must be submitted in a 12-point font, using standard 8.5” by 11” paper with 1” margins. Page numbers must be provided in the footer.

Two (2) hard copies of the proposal (original and one copy) and one (1) digital emailed copy of the proposal, preferably in the form of a PDF, must be received no later than 4:00 p.m. EST on Thursday, January 7, 2021. Proposals received after this time and date, whether by USPS mail, commercial delivery, hand carry, or email, will not be considered for review. Timely receipt of the proposal is the sole responsibility of the proposer.

Hard copy packages should be submitted to:

- Westmoreland-Fayette Workforce Development Board
145 Pavilion Lane,
Youngwood, PA 15697
RE: TANF Youth Career Readiness Program Proposal

Digital copy packages should be submitted to:

- Courtney Venick
cvenick@westfaywib.org
Subject Line: TANF Youth Career Readiness Program Proposal

Overview: Temporary Assistance for Needy Families (TANF)

Since 2000, the Commonwealth of Pennsylvania has provided significant funding support from the Temporary Assistance for Needy Families (TANF) block grant to local boards and their youth councils/committees to enhance workforce investment funding and extend the availability of high-quality workforce development activities to low-income youth. This partnership encourages the network of state and local youth services providers and workforce development providers along with public housing agencies to develop workforce programs for needy and at-risk youth that provide employment, educational experiences, and essential skills such as financial literacy and time management. The primary goal of Pennsylvania's TANF Program, overall, is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and, finally, to long-term self-support.

To be considered a qualified participant for this TANF Career Readiness Program, an individual must:

- Be between the ages of 12 (or has completed the 5th grade) and 22 years at the time of enrollment.
- Have their identity verified through SSN.
- Be a PA resident.
- Be a U.S. citizen or a TANF-eligible non-citizen.
- Have personal (meaning the individual youth alone, not combined with parent/guardian income) month gross earned income that does not exceed 235% of the FPIG.

The WFWDB is seeking qualified service providers to ensure youth of the TANF Career Readiness Programs participate in a high-quality program that will assist them in developing and attaining meaningful skills and goals related to career planning, career pathway knowledge, valuable employment skills, quality work habits, etc.

The TANF Career Readiness Program should be designed to engage TANF youth in activities that will prepare them for their careers after secondary and/or post-secondary education. Participants within the TANF Career Readiness Program, must qualify for TANF under the State of Pennsylvania. Program providers must be familiar with the guidance and regulations specified in the TANF State Plan for Pennsylvania¹ and TANF Youth Development Program Policy and Procedures². As such, the federal, state, and local rules and regulations governing TANF apply to any agreement resulting from this RFP. All qualified parties interested in submitting an application in response to this RFP must be familiar with the federal and state goals and requirements related to TANF and all its implementing guidelines.

Eligible Applicants

Entities eligible to apply to provide a TANF Youth Career Readiness Program include institutions of higher education, community-based organizations, nonprofit organizations, workforce intermediates, private for-profit entities, government agencies, business entities, or any interested organization that is

¹ TANF State Plan for Pennsylvania:
https://www.dhs.pa.gov/Services/Assistance/Documents/Cash%20Assistance/c_095465.pdf

² TANF Youth Development Program Policy and Procedures: <https://www.dli.pa.gov/Businesses/Workforce-Development/Documents/TANF%20YDP%20MANUAL.pdf>

not a restricted entity, can carry out the duties of a TANF Youth Career Readiness Program provider. Additionally, entities eligible to apply include local education agencies, including school districts, charter schools, CTCs, and IUs. This also includes nontraditional entities such as chambers of commerce, labor organizations, and/or economic development corporations.

The selected contractor(s) will be accountable to the WFWDB for overall performance of program. Additionally, the selected contractor(s) will be required to adhere to all laws and policies of federal, state, and local governments that apply to the funding sources.

Eligible applicants must be in good standing with the federal government, must not be debarred, and must have proof of insurance and a DUNS number.

General Policies

- The WFWDB is not liable for any costs associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization(s).
- The WFWDB reserve the right to accept or reject any or all proposals received and to cancel or reissue this RFP in part or its entirety.
- The WFWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity the WFWDB determines is in its best interest.
- The WFWDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
- The WFWDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce area.
- The WFWDB reserves the right to contact any individual, agency, employer, or grantees listed in the proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- The WFWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The WFWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WFWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.

- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the WFWDB as a result of a proposer's failure to contract may be recovered from the proposer.
- A contract with the selected proposer may be withheld at the WFWDB's sole discretion if issues of contract, questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist until such issues are satisfactorily resolved. The WFWDB may withdraw award of a contract if the resolution is not satisfactory to the Board.

Scope of Work: TANF Career Readiness Program

The duties of the TANF Career Readiness Program provider(s) shall include the following.

Examples of Potential TANF Youth Career Readiness Programs

Programs provided under this funding must focus on servicing the TANF eligible youth. Services must be provided to directly support the TANF individuals. Please see **examples** of potential programs a provider may offer:

- In-person or virtual afterschool program featuring in-demand career pathways in the local workforce development area
- In-person or virtual summer camps focusing on the High Priority Occupations of Westmoreland/Fayette counties
- Pre-Apprenticeship Program that meet the PA L&I Registered Apprenticeship Guidelines
- High Priority Skill Training that leads to industry recognized credentialing
- Student Ambassador Program

Objectives

The selected provider(s) will be responsible for meeting the following objectives related to program success and guidance.

- Develop activities that meet the PA Academic Standards for Career Education and Work.
- Serve and outreach to the target population of youth in middle school, high school, and post-secondary education in career readiness activities.
- Support workforce development area county-wide initiatives that focus on business-education partnership opportunities for youth, educators, employers, and community support organizations.
- Provide support to youth during the application period, distribute applications for referrals to the Pennsylvania CareerLink® locations, and assist in gathering eligibility documentation.
- Process all functions of payroll procedures and schedules.
- Complete and provide all required documentation and data tracking information to the WFWDB in a timely manner.
- Ensuring the completion of participant and staff surveys before, during, and after the program for program evaluation.

Program Model Requirements

The selected provider(s) will be responsible for incorporating the following key initiatives of the TANF Career Readiness Program into their proposed program.

- Assist youth in identifying their career interests, employment needs, and career goals through the development of an Individual Service Strategy (ISS).
- Enable youth to acquire good work habits, develop employment-related skills, soft skills, financial literacy, and gain a greater understanding of higher education and career options (High Priority Occupations) available in our local area that will prepare youth to succeed in a career path.
- Provide career exploration, career mentoring, tutoring, and other activities that integrate and focus on high priority occupations.
- Demonstrate the ability to provide the intensive, customer-focused case management and support services needed by the youth in order to obtain a high school diploma if needed.
- Provide post-secondary opportunity information, including training, financial aid, and military options to youth.
- Include a strong parental/guardian involvement component.
- A strong process for evaluating program success, skills gained for program participants, and surveys for staff and worksites.

Internship Opportunities

The selected provider(s) may submit proposals that focus entirely on or include components of internship opportunities.

- Internship programs should be prioritized for post-secondary education level TANF youth.
- Internship opportunities must closely align with the youths' career interests.
- Internship worksite must be evaluated by the provider to ensure the legitimacy and safety of the work environment.
- Provider must deliver an orientation session to internship worksite supervisors and youth participants.
- Internship worksites must be located in Westmoreland or Fayette county.
- Programs that are designed to be largely a paid internship opportunity program should be combined with complementing educational components that reinforce soft skill development, problem solving, networking skills and career awareness. In addition, industry recognized credentials that can be earned and obtained by participants are strongly encouraged to be included as part of the program.

Work Experiences

The selected provider(s) may submit proposals that focus entirely on or include components of work experiences.

- Match needs and interests identified during the completion of an ISS when placing youth at worksites.
- Work experience worksite must be evaluated by the provider to ensure the legitimacy and safety of the work environment.
- Provider must deliver an orientation session to work experience worksite supervisors and youth participants.
- Work experience worksites must be located in Westmoreland or Fayette county.
- Programs that are designed to be largely a paid work experience program should be combined with complementing educational components that reinforce soft skill development, problem solving, networking skills and career awareness. In addition, industry recognized credentials that can be earned and obtained by participants are strongly encouraged to be included as part of the program.

Population to be Served

A TANF Career Readiness Program should be designed to provide TANF eligible youth within Westmoreland County and/or Fayette County with quality work habits, valuable employment skills, and education on career pathways that support career and life goals. As such, this includes a diverse group of youth with various levels of experience, skills, barriers, and education. The selected contractor(s) will have experience delivering career readiness services to such population on a comparable scale.

Proposal Format

The proposal for the TANF Youth Career Readiness Program must be submitted in the order outlined.

Proposal Cover Sheet

The proposal for the TANF Youth Career Readiness Program must be submitted using the specified Cover Sheet (see Appendix A).

Executive Summary

The proposal for the TANF Youth Career Readiness Program must be submitted with the Executive Summary (see Appendix B).

Organizational Capability

The following is required for the TANF Youth Career Readiness Program proposal. This section should not be more than two (2) pages.

- Basic organizational description including year established, organizational incorporation status and where incorporated, governance structure, mission, principal programs and services, executive leadership, annual budget, partners and/or subcontractors, and number of staff.
- Demonstrate that your organization is eligible to participate as a TANF Youth Career Readiness Program provider as described in the Eligible Applicant section on page 5.
- Experience in managing programs of similar size and scope that are specified in this RFP, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes.
- Administrative and fiscal capacity including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

Proposal Narrative

Proposal narratives are limited to no more than eight (8) pages. Working within allowable TANF activities, program design should be centered on serving the individual and focused on providing career readiness activities that assist youth in developing and attaining career planning, career pathway knowledge, valuable employment skills, quality work habits, etc. The WFWDB values a creative and innovative approach to program delivery that considers the needs of the youth and collaborates with partners to leverage resources to help youth succeed.

Applicants should respond to each of the following sections. Strong program descriptions will demonstrate how the proposed program will meet standards, expectations, and desired outcomes

found in this RFP. Applicants are encouraged to think creatively and innovatively in developing program design, exceeding basic requirements, and incorporating innovative ideas and strategies.

- 1. Core TANF Youth Career Readiness Program Description:** Please reference Example Potential TANF Youth Career Readiness Programs, Internship Opportunities, and/or Work Experiences.
 - Describe the proposed program that will effectively deliver career readiness services to TANF youth.
 - Describe what goals your organization has for the proposed program.
 - Include what partnerships/relationships, if any, the proposed program plans to hold to leverage resources and create a business-education partnership that will help youth succeed.
 - Partnerships/relationships should be supported with no more than three (3) letters of recommendation.
 - Prepare a timeline of key program activities and initiatives that will take place during the period of performance.
- 2. Objectives:** Please reference Scope of Work: Objectives.
 - Describe how the proposed program(s) will meet the PA Academic Standards for Career Education and Work.
 - Describe how your organization will serve and outreach to the target populations.
 - Describe how the proposed program(s) will support workforce development county-wide initiatives that focus on business-education partnership.
 - Describe how will provide support to youth during the application period, distribute applications for referrals to the Pennsylvania CareerLink® locations, and assist in gathering eligibility documentation.
 - Describe how your organization will provide all required documentation and data tracking information to the WFWDB in a timely manner.
 - Describe how your organization plans on ensuring the completion of surveys throughout the program.
- 3. Program Model Requirements:** Please reference Scope of Work: Program Model Requirements.
 - Described how the proposed program will assist youth in identifying career interests, employment needs, and career goals.
 - Describe how the proposed program will enable youth to acquire good work habits, employment-related skills, soft skills, financial literacy skills, and gain a greater understanding of higher education and career options available in our local area that will prepare youth to succeed in a career path.
 - In terms of High Priority Occupations (HPOs), describe the career exploration, career mentoring, tutoring, and/or other activities that will be integrated and focus on HPOs.
 - Additionally, describe how HPO information will be implemented to provide youth with an understanding of the successful career options and pathways in the local workforce development area.
 - Describe how the proposed program will demonstrate the ability to provide intensive, customer-focused case management and support services needed by youth to obtain high school diploma if needed.
 - Describe how the proposed program will provide post-secondary opportunity information.
- 4. Population to be Served:** Please reference Scope of Works: Population to be Served.

- Describe the population to be served (target population, eligibility, demographic information, etc.).
- Describe the location of the target population to be served.
- Explicitly state how many TANF youth will be served with the proposed program.

Budget Information

The budget for the proposed TANF Youth Career Readiness Program must be submitted as outlined below.

Budget

A budget is required for TANF Youth Career Readiness Program proposals and must be included using the budget forms provided. See Appendix E.

Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program.

Submission of a detailed budget for a TANF Youth Career Readiness Program proposal on the provided template should be calculated and submitted based on period of performance.

Budget Narrative

A budget narrative to accompany the TANF Youth Career Readiness Program proposal budget that describes the purpose of each cost, explains how all costs are estimated, and justifies the need for all costs in meeting contract requires is required using the forms provided. This section should not be more than three (3) pages.

Additional Attachments

- **Letters of Recommendation:** Please include no more than three (3) letters of recommendation that describe and support the proposed program’s partnerships/relationships it plans to possess.
- **Site Data Form:** Please see and complete Appendix C and include it with the submission.
- **Assurances:** Please see and complete Appendix D and include it with the submission.
- **Supportive Service Policy:** Please attached a copy of your organization’s Supportive Service Policy for Organization. Payments must be issued by checks. Gift cards are not an allowable incentive for participants.

Right of Rejection

The Westmoreland-Fayette Workforce Development Board (WFWDB) reserves the right to reject any and all proposals submitted.

Evaluation Criteria Rubric

Scoring for required sections of the proposal will be assigned as follows:

Points Awarded Per Category	
Proposal Cover Sheet	Required, but not scored

Executive Summary	Required, but not scored
Letter of Recommendation	Required, but not scored
Site Data Form	Required, but not scored
Assurances	Required, but not scored
Supportive Service Policy	Required, but not scored
Organizational Capability	30 points
Proposal Narrative	40 points
Budget & Budget Narrative	25 points
Attachments	5 points
Total Points Available	100 points

Appendix A: Cover Sheet

Applicant Name: _____

Address: _____

Proposed Contact Person: _____

Proposed Contact Title: _____

Telephone/Cell Phone: _____

Website _____

Total Funding Requested: _____

I hereby certify that the information provided in this submission is accurate.

(Print Name/Title) Signature

I hereby certify that I am duly authorized to sign contracts on behalf of this organization

(Print Name/Title) Signature

Appendix B: Executive Summary

1. What are the Mission and Goals of your organization?
2. Who are the primary customers that you serve?
3. What are the primary services that you currently offer?
4. What motivates you to consider participating in a formal RFP to provide TANF Youth Career Readiness Programs for the WFWDB?
5. Detail why your organization is interested in and is well positioned to serve TANF youth in the Westmoreland-Fayette Workforce Development Area?
6. What experience does your organization have in assisting individuals in career readiness? Why is this experience significant?
7. Is your organization in compliance with all federal, state, and local policies? Yes No
8. Is your organization in debarment or suspended from federal or state awards? Yes No
9. Enclose a copy of most recent audit report.
10. Please list your DUNS #:
11. Please list your Federal EIN #:
12. Provide evidence of Liability Insurance.

Company Name

Street Address

PO Box

City

State

Zip

Telephone #

Fax #

E-mail

Signature

Signatory's Name (Printed)

Signatory's Title

Appendix C: Site Data Form

The following requested information relates to your status, experience, qualifications, etc. All questions must be answered.

1. Full Legal name of Organization _____
Address _____
Contact Name: _____ Phone #: _____
2. Corporation ____ Partnership _____ Individual Ownership (Proprietorship) _____
Federal Employers Identification Number (FEIN): _____
DUNS Number: _____
3. Profit Making _____ Non-Profit _____
4. Number of years in business of providing training _____
5. Number of permanent employees (both salaried & hourly) _____
6. If needed, would your organization be able to provide documentation to show that you are in compliance with the Equal Employment Opportunity (EEO) Policy?
Yes _____ No _____
7. Do you have any minorities (e.g., African Americans, females, limited English speaking, etc.) and/or people with disabilities currently employed?
Yes _____ No _____
8. Is there a procedure established to solve complaints and problems with employees?
Yes _____ No _____
9. Is your facility accessible to persons with disabilities?
Yes _____ No _____
10. Are there any Equal Employment Opportunity posters visible to the employees?
Yes _____ No _____
11. Are you in receivership or bankruptcy, or are any such proceedings pending?
Yes _____ No _____
12. Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked?
Yes _____ No _____
13. Has your organization ever been placed on the debarred list by the Federal Government?
Yes _____ No _____
14. Is your organization now on strike or is a strike pending?
Yes _____ No _____

15. Are all of your required business permits current?

Yes _____ No _____

16. Do you employ a certified accountant?

Yes _____ No _____

If yes, list name _____

Certified by whom _____

17. Will you sub-contract any of the training?

Yes _____ No _____

18. Is your training organization accredited?

Yes _____ No _____

If yes, by whom _____

19. Is your training organization currently licensed?

Yes _____ No _____

If yes, by whom _____

20. Are participants attending your school eligible to apply for PELL/PHEAA/SEOG Grants?

Yes _____ No _____ N/A _____

21. Are participants attending your school eligible to apply for the following loans?

Federal Stafford Loans Yes _____ No _____ N/A _____

Federal Supplemental Loans (SLS) Yes _____ No _____ N/A _____

Federal Perkins Loans Yes _____ No _____ N/A _____

22. Are you bonded?

Yes _____ No _____

For what amount \$ _____

23. Does the organization carry statutory workers compensation and employer's liability insurance?
(Please attach a copy for our records.)

Yes _____ No _____

24. Does the organization have comprehensive, all risks general liability coverage for personal injury and property damage of not less than \$1 million for each occurrence and \$2 million annual aggregate? (Please attach a copy for our records.)

Yes _____ No _____

25. Does the organization provide comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit? (Please attach a copy for our records.)

Yes _____ No _____

Appendix D: Assurances

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

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of PA, or local debarment list.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that Workforce Innovation and Opportunity and Act funds will be used as required by law and contract.
5. We have additional funding sources and will not be operating WIOA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements.**
 - Records accurately reflect actual performance.
 - Maintaining record, confidentially, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provision.
 - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
7. **We will not:**
 - Place an individual in a position that will displace a current employee.
 - Use WIOA or TANF money to assist, promote, or deter union organizing.
 - Use funds to employ or train individuals in sectarian activities.

I hereby assure that all of the above are true.

Name

Title

Date

TANF Youth Career Readiness Program Budget Documents
Period of Performance: February 1, 2021 - December 31, 2021
Budget and Budget Explanation Directions

1. Please report to Melissa Keys at mkeys@westfaywib.org with any issues with the PDF. Feel free to use the pages in the RFP instead of the PDF if it is not working for your needs.

2. Page 1
 - a. Under operating costs, please use provided line items or add your program's specific line items in the blank spaces provided.

3. Page 2
 - a. Please fill out all items accordingly
 - b. Under Operating Costs
 - i. Please type all applicable operating costs that your organization will be using through out the contract period. (should coordinate with the operating costs from budget page one)
 - ii. If there are not enough lines, please put more than one expense in the box with the amount next to it, then total them together.

4. Page 3
 - a. Under participant stipend/supportive services/incentives
 - i. Next to each line item please type in the amount of the item x the number of participants and then a total next to the \$
 1. Example Stipends:
 - a. \$120.00 x 30 (in the space provided) then \$3,600.00 after the \$
 2. These amounts should match your policies submitted with the RFP for each of the line items.

**** Please provide any feedback, good or bad, on the PDF version of the budget pages to Melissa – mkeys@westfaywib.org, I am testing to see if writeable PDF pages or excel are preferred ****

TANF Youth Career Readiness Program RFP Budget Documents
February 1, 2021 - December 31, 2021

	TANF	MATCH
Staffing Costs		
Salaries		
Fringe Benefits		
Mileage & Travel		
Total Staffing Costs		
Operating Costs		
Supplies		
Materials		
Postage		
Telephone		
Maintenance		
Printing		
Equipment Rental		
Rental		
Insurance		
Indirect Operating Expenses		
Total Operating Costs		
Participant Training Costs		
Books		
Tuition		
Teaching Aids		
Total Participant Training Costs		
Participant Stipends/Supportive Service/Incentives		
Stipends		
Supportive Services		
Incentives		
Total Participant Stipends/Supportive Services/Incentives		
GRAND TOTAL		

TANF Youth Career Readiness Program Budget Explanation

February 1, 2021 - December 31, 2021

Please adjust items to meet your organization's needs.

Staffing Costs

PERSONNEL SALARIES

<u>Position Title</u>	<u>Hours Per Week</u>	<u>Hourly Rate</u>	<u>Total Weeks</u>	<u>Salary</u>
	x	\$	x	= \$
	x	\$	x	= \$
	x	\$	x	= \$
	x	\$	x	= \$
	Total			= \$

EMPLOYER'S SHARE OF PERSONNEL BENEFITS

Social Security Amount	_____	X	_____	= \$ _____
Retirement Amount	_____	X	_____	= \$ _____
Worker's Comp. Amount	_____	X	_____	= \$ _____
Other	_____	X	_____	= \$ _____
	Total			= \$ _____

Operating Costs

(Supplies, materials, postage, telephone, maintenance, printing, equipment rental, rent, utilities, etc. please list all operating costs your organization will be billing for adding lines if needed)

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
	Total = \$ _____

Participant Costs

<u>Worker Position</u>	<u>Hours Per Week</u>	<u>Hourly Rate</u>	<u>Total Weeks</u>	<u>Salary</u>
	x		x	=
	x		x	=
			Total	= \$ _____

EMPLOYER'S SHARE OF WORK EXPERIENCE FRINGE BENEFITS

Social Security Amount	_____ X _____	= \$ _____
Worker's Comp. Amount	_____ X _____	= \$ _____
	Total	= \$ _____

Participant Training Costs

(Enter total amount for each category)

Tuition (GED Tests, etc.)	\$ _____
Textbooks, Workbooks, Materials, Equipment, Supplies, Etc.	\$ _____
Other Costs – Fees, Labs	\$ _____
_____	= \$ _____
_____	= \$ _____
	Total = \$ _____

Participant Stipend/Supportive Services/Incentives

Stipends (Per participant x # of Participants)	= \$ _____
Supportive Services (Per participant x # of Participants)	= \$ _____
Incentives (Per participant x # of Participants)	= \$ _____
TOTAL Stipend/Supportive Services/Incentives	= \$ _____