



Requests for Proposals

For the period July 1, 2025 to June 30, 2027

WIOA Youth/Young Adult Employment and Training Program Proposal

Proposals Due:

February 14, 2025 at 4:00 p.m. ET

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

RFP Release Date:

Monday, January 6, 2025

The Westmoreland-Fayette Workforce Development Board (WFWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. Workforce Innovation and Opportunity Act (WIOA) programs are federally supported 100% by the U.S. Department of Labor as part of an award totaling \$1,298,431.57 with \$0 (0%) state, local and/or non-governmental funds.

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General Information

This section provides general background information related to the regulatory and programmatic context of this Request for Proposals (RFP).

About the Westmoreland-Fayette Workforce Development Board (WFWDB)

The Westmoreland-Fayette Workforce Development Board (WFWDB) is the entity designated by the Commissioners of Westmoreland County and Fayette County to provide staff support and act as the administrative and fiscal agent for the operation of workforce development activities within the Westmoreland-Fayette County area.

The WFWDB is a business, education, and community board empowered to lead workforce development initiatives 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 that responds to the 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 the advancement of 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 elected officials to facilitate a cooperative effort to meet the needs of the area.

Statement of Purpose

The WFWDB is requesting proposals from qualified and eligible organizations for innovative WIOA programs and comprehensive services that will serve in-school youth (ISY) and out-of-school youth/young adult (OSY). Programs should lead to youth/young adults achieving academic and technical skills as well as employment success. Youth/young adults should be supported in becoming skilled and qualified employees, preparing for post-secondary success (if applicable), and connecting with opportunities that enhance the labor force stream for the local area’s workforce.

The WFWDB is seeking proposals that utilize a creative and innovative program design to support youth/young adults in obtaining credentials, training, and/or employment. We will be prioritizing new program ideas as reflected in the evaluation criteria. All programs funded through this RFP must offer post-program assistance to enhance the transition to work or advanced education.

Contract Award and Funding Available

Contracts will 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 WIOA activities in Westmoreland and Fayette counties. Actual funding available under this RFP is determined by the WFWDB's allocation of formula youth/young adult funds from the Pennsylvania Department of Labor and Industry (L&I) and the U.S. Department of Labor. Services will commence on July 1, 2025, and will end on June 30, 2026, subject to the availability and appropriation of funds.

The programs procured through this RFP are cost reimbursement programs. The successful applicant(s) must have the ability to pay monthly program costs up front. The WFWDB will require an invoice, proof of expenses, and required documentation to process a reimbursement. The WFWDB will only reimburse the provider for the actual expenses incurred during the effective dates of the contract. Allowable costs will be determined by all applicable federal, state, and local regulations, including but not limited to the Uniform Guidance.

The award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, performance history, cost per participant, etc. as determined by WFWDB, which meet the requirements and criteria outlined in this solicitation. The WFWDB may fund all or part of a proposal and will only accept proposals for the services requested herein.

Based upon funding availability and contractor performance under the first contract period (July 1, 2025 to June 30, 2026), the WFWDB reserves the option, as its sole discretion, to extend or renew the contract for an additional year (July 1, 2026 – June 30, 2027) with re-negotiations to be initiated by the WFWDB before the expiration of the first contract period.

The proposals submitted in response to this solicitation are not legally binding documents. However, the contents of the proposal(s) of the successful applicant(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 applicants(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.

The Westmoreland-Fayette Workforce Development Board (WFWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. Workforce Innovation and Opportunity Act (WIOA) programs are federally supported 100% by the U.S. Department of Labor as part of an award totaling \$1,298,431.57 with \$0 (0%) state, local and/or non-governmental funds.

Submission of Proposals

To support applicants in their submissions, a bidder's conference will be held virtually on Wednesday, January 22, 2025, at 2:30 p.m. ET. All interested applicants are encouraged to attend this virtual bidders' conference, although attendance is not required to submit a proposal. Registration is required, and interested applicants may [register here](#).

All questions, requests for additional information, and clarification must be made in writing via email to WFWDB Executive Director Janet Ward at jward@westfaywib.org no later than 10:00 a.m. on Tuesday, January 21, 2025.

At the conference, WFWDB staff will review the requirements of this RFP, answer submitted questions, and accept questions from the attendees regarding this RFP. Questions and answers will be posted to the WFWDB’s website and will be shared with registered individuals no later than 4:00 p.m. EST on Friday, January 24, 2025. The WFWDB will not answer any additional questions regarding this RFP following the bidder’s conference.

Bidder’s conference information will be provided on the WFWDB’s website found at www.westfaywib.org on the “Resources” tab, within the “Procurement” section, and under “Request for Proposals (RFP)”. Information will also be posted on the home page of the website.

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

One (1) digital, emailed copy of the proposal and all its attachments must be received no later than 4:00 p.m. EST on Friday, February 14, 2025. Proposals and all attachments required as stated within this RFP must be emailed as a single file in Portable Document Format (PDF). Proposals received after the due date and time will not be considered for review. Similarly, the WFWDB will not evaluate any proposals that are missing the required attachments and/or sections as stated within this RFP. Timely receipt of the proposals is the sole responsibility of the applicant.

Digital copy packages must be submitted to:

- Executive Director, Janet Ward
- jward@westfaywib.org
- Subject Line: WIOA Youth/Young Adult Employment and Training Program Proposal

Procurement Timeline:

• Release RFP	Monday, January 6, 2025
• Questions for Bidders Conference due	10:00 a.m. EST on Tuesday, January 21, 2025
• Bidders Conference	2:30 p.m. EST on Wednesday, January 22, 2025
• Proposals due	4:00 p.m. EST on Friday, February 14, 2025
• Expected date for notification of award	Friday, March 14, 2025
• Start date of contract	Tuesday, July 1, 2025
• End date of contract	Tuesday, June 30, 2026*

*As previously stated, based upon funding availability and the provider’s performance under the first contract period (July 1, 2025 – June 30, 2026), the WFWDB reserves the option, as its sole discretion, to extend or renew the contract for an additional year (July 1, 2026 – June 30, 2027) with re-negotiations to be initiated by the WFWDB before the expiration of the first contract period.

[Overview: Workforce Innovation and Opportunity Act \(WIOA\)](#)

The public workforce system is authorized through the Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128) effective as of July 1, 2015. The law provides guidance to the local workforce development board on its responsibility in meeting the workforce challenges of Westmoreland County, PA and Fayette County, PA. One of the challenges is designing a system that will provide opportunities for youth/young adults to be prepared with the skills for the current and future labor market.

WIOA outlines a broad youth/young adult vision that supports an integrated service delivery system. It promotes programs that have evidence-based strategies that meet high levels of performance, accountability, and quality in preparing youth or the workforce. With the youth/young adult population, the law emphasizes the need to connect youth/young adults with existing services, education, and employment that will lead to meaningful careers.

WIOA requires 75% of youth funds available to local areas be spent on workforce investment activities for OSY. At least 20% of youth funds must be used to support work-based learning activities. Additionally, WIOA youth/young adults will be provided services based on the needs of each individual participant as part of the youth's individual service strategy. WIOA requires 14 program elements be offered and provide relevant work experience.

For more information on WIOA, please visit <http://www.dol.gov/agencies/eta/wioa>.

Eligible Applicants

Eligible entities include non-profit organizations, private-for-profit organizations, local education agencies (school districts, higher education, career and technical centers, intermediate units, etc.), trade associations/unions, and PA Department of Labor & Industry approved pre-apprenticeship programs. A group of two or more applicants may apply as a consortium, but the lead applicant/fiscal agent must be clearly identified.

The selected applicant(s) will be accountable to the WFWDB for the overall performance of the program. Additionally, the selected applicant(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, must have proof of insurance, and must have a UEI 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 reserves 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 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, and 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 the 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.
- The WFWDB may utilize other sources of funding to support the proposed program/project activities and/or award a higher number of proposed programs than what was originally intended based on the quality of the proposals, organization capability, budget, performance history, etc.
- The WFWDB will not reimburse any costs proposed by the program provider beyond the contract end date.
- 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 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 the award of a contract. Failure of the proposer to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for the 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 the award of a contract if the resolution is not satisfactory to the Board.

Scope of Work: WIOA Youth/Young Adult Employment and Training Programs

The duties of the WIOA Youth/Young Adult Employment and Training Program provider(s) shall include the following.

Eligible Participants

WIOA Youth/Young Adult Employment and Training Programs must serve WIOA eligible ISY and/or OSY. Every youth/young adult participant must have eligibility determined before receiving services. This includes securing appropriate documentation to prove eligibility. Program eligibility is completed by the Title I staff at the Westmoreland-Fayette PA CareerLink® centers.

All served youth/young adults must meet the following eligibility requirements:

- Be a U.S. citizen or noncitizen authorized to work in the U.S.
- Meet selective service registration requirements (males over 18 only)
- Be enrolled in the PA CareerLink® system
- Meet WIOA Youth Eligibility Requirements:
 - An eligible **in-school youth (ISY)** is an individual who is:

- Attending any school (as defined under state law)
- Not younger than 14 or (unless an individual with a disability who is attending school under state law) older than age 21 at time of enrollment
- A low-income individual
- Someone that meets **one or more** of the following conditions:
 - Basic skills deficient
 - An English language learner
 - An individual subjected to the juvenile or adult justice system
 - A homeless individual, a runaway, an individual in foster care/has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement
 - An individual who is pregnant or parenting
 - An individual with a disability
- An eligible **out-of-school youth/young adult (OSY)** is an individual who is:
 - Not attending any school (as defined under State law)
 - Not younger than 16 or older than age 24 at time of enrollment. Since 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.
 - Someone that meets **one or more** of the following conditions:
 - A school dropout
 - A youth/young adult 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
 - 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 individual who is subject to the juvenile or adult justice system
 - A homeless individual, a runaway, an individual in foster care/has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement
 - An individual who is pregnant or parenting
 - An individual with a disability
 - A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

WIOA Required Elements

WIOA Youth/Young Adult Employment and Training Program providers must include a component of each required 14 program elements as stated under WIOA Section 129(c)(2). If the provider does not plan to provide each of the components below, they must identify who they will partner with to ensure it is provided. Please see below for the required 14 elements:

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 post-secondary 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
 - d. On-the-job training opportunities
 4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with 8 in-demand industry sectors or occupations in the local area involved, if the Local Board 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-centered activities encouraging responsibility and other positive social and civic behaviors
 7. Supportive services
 8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation
 9. Follow-up services for not less than 12 months after the completion of participation
 10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth/young adult
 11. Financial literacy education
 12. Entrepreneurial skills training
 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services
 14. Activities that help youth/young adults prepare for and transition to post-secondary education and training

For more information and examples of the 14 WIOA Program Elements, follow the link [here](#).

Program Model

The selected provider(s) must provide WIOA Youth/Young Adult Employment and Training Program services to at least one of the eligible targets of OSY or ISY.

- **Programs serving ISY (ages 14 to 21):** The following is a list of examples WIOA ISY activities only. This list is not complete and is provided to help potential providers understand what types of services are allowable.
 - Programs that provide valuable work experience, job shadowing, and mentorship opportunities with local employers in high-demand occupations.
 - Programs offering pre-apprenticeship or apprenticeship opportunities with local employers in high-demand occupations.
 - Programs affording youth in high school the ability to concurrently earn college credits and/or meaningful industry recognized credentials.

- Programs assisting youth currently in school with career planning, work experience, job placement, and/or enrollment into occupational skills training.
- Programs serving youth at risk of dropping out of high school or those at risk of becoming disconnected from employment and post-secondary education after graduation.
- Provide the WFWDB's Westmoreland-Fayette Youth Re-Entry program, using the proven and pre-determined model, for eligible youth.
- ISY programs are **strongly encouraged** to partner with local school districts and career and technical centers (CTC). A memorandum of understanding (MOU) will act as proof of partnership and how the school district(s) and/or CTC(s) will be leveraged as an integral resource to ensure youth are graduating high school on time, receiving wealth of career exploration resources and experience, and are successfully placed in sustainable employment/post-secondary education.
- Programs that support ISY **must** be designed to produce maximum results for expected program performance measurements.
- **Programs serving OSY (ages 16 to 24) to employment:** Funds will support 16–24-year-old at-risk young adults to acquire career specific and/or employment preparation skills leading to certification and/or employment. For the OSY target population, most 16–24-year-old individuals define themselves as “young adults”. The WFWDB expects that all proposals and recruitment materials to reflect this language. Likewise, moving forward within this RFP OSY will be refer to as “young adults”. The following is a list of examples WIOA OSY activities only. This list is not complete and is provided to help potential providers understand what types of services are allowable.
 - Programs that provide skills training coupled with internships in the private or public sector.
 - Programs that provide paid and unpaid work experiences, including internships, job shadowing, and/or employer mentorships.
 - Programs offering pre-apprenticeship or apprenticeship opportunities with local employers in high-demand occupations.
 - Re-engagement of young adults into education/training resulting in the obtainment of GED certification and/or industry certification.
 - Education concurrent with workforce preparation that will provide strong linkages between academic institutions and occupational placement for local HPOs, including:
 - Professional skills development
 - Job search
 - Completion of pre-employment skills training
 - Increasing educational functioning-level gains for those who are basic skills deficient
 - Training in HPO occupations, including but not limited to healthcare, technology, maintenance, and skilled trades, to align with local workforce needs.
 - Provide the WFWDB's Westmoreland-Fayette Youth Re-Entry program, using the proven and pre-determined model, for eligible young adults.
 - Programs that support OSY **must** be designed to produce maximum results for expected program performance measurements.

Program design must build on youth/young adult strengths, provide them with support to foster resiliency, and promote healthy development. Programs must be designed to accommodate diversity in age, work experience, and past participation. This ensures that each participant can meaningfully add to their academic and employment experience and further advance toward achieving their personal goals.

Every program must include a work experience component, yet not every program participant is required to complete a work experience. Youth/young adults participating in grant funded paid work experience are to be paid at least \$13.00/hour (ISY) and at least \$14.00/hour (OSY). For youth participating in work experiences, all worksites must comply with the Federal, State, and Local Child Labor Laws; and the Workforce Innovation and Opportunity Act of 2014.

Program designs must include a Diversity, Equity, Inclusion, and Accessibility (DEIA) component. Applicants must ensure that the youth/young adults served by their proposed programs encompass diverse experience levels, skills, barriers, backgrounds, and/or educational levels.

Program models are required to operate on an open entry/open exit throughout the year (rolling enrollment). As youth/young adults exit the program, contractors must be able to quickly enroll new eligible youth/young adults into the program. The selected provider(s) must strategize on how to manage participant flow to meet the needs of youth/young adults within their program model and achieve performance measures. While we recognize the work of smaller programs and appreciate their contributions to workforce readiness, proposals will only be considered from organizations or partnerships proposing to serve approximately 20 or more youth/young adults annually.

Outreach & Recruitment

The selected provider(s) will be responsible for outreaching to and recruiting youth/young adults in Westmoreland County and/or Fayette County. Providers must consider their affirmative outreach and recruitment timeline and plan, as well as their outreach and recruitment targets. Providers should also consider what partnerships they will utilize to support outreach and recruitment and how they will work with the PA CareerLink® centers to distribute applications. In addition to identifying criteria that will be used to select youth/young adults to be enrolled, providers should consider how they will target historically underrepresented and underserved populations. This includes, but is not limited to, individuals facing disparities and inequities and those from diverse backgrounds (e.g., race, ethnicity, gender, disability status, etc.).

Orientation & Intake

An orientation process must be provided to all program participants that describes the program's purpose, its services, available resources, responsibilities of the program providers, and the responsibilities of the program participant. It must also provide information on the services available from the One-Stop Delivery system within Region VII, such as follow-up and supportive services and appropriate referrals. Intake should provide support to youth/young adults during the application period, specifically as youth/young adults gather eligibility documentation.

Assessments

The selected provider(s) will be required to provide an objective assessment to identify service needs of each prospective participant prior to enrollment. The WIOA Youth/Young Adult Employment and Training Program design requires an objective assessment of academic levels, goals, interests, skill levels, abilities, aptitudes, supportive services needs, barriers, and strengths. Assessment results are used to develop the individual's Individual Service Strategy (ISS) (see next section).

After this assessment has been completed, the youth/young adults should be enrolled in services if they are an appropriate fit for the program. If WIOA services are not appropriate for a youth/young adult, they should not be enrolled in programming solely to meet recruitment numbers.

Individual Service Strategy (ISS)

The selected provider(s) will be required to develop an ISS for all youth/young adult participants. The ISS is the plan developed in close coordination with the youth/young adults that identifies their employment goals, career interests, roles, educational objectives, responsibilities, action steps toward achieving employment and/or placement in post-secondary education, and appropriate services for the participants. All services, including academic supports, training, supportive services, and incentives given to the participants must be linked to the ISS. An ISS must be linked to one or more of the indicators of performance and identify a career pathway that includes education and employment goals. Goals and objectives must be specific, measurable, achievable, relevant, and timely and align to the interest and career pathway identified in the objective assessment. Development and updating of an ISS is required for each participant, as necessary.

Stakeholder Engagement

The selected provider(s) will be responsible for designing programs that reflect strong partnerships with secondary and post-secondary educational providers, community colleges, relevant organizations, and youth/young adult service providers that support work experience and educational opportunities for youth/young adults.

Additionally, the selected provider(s) will be responsible for demonstrating meaningful employer connections in high-growth and high-demand industries. These connections should lead to increased placements in employment, continued education, and/or meaningful exposure to the world of work leading to measurable skill increases. Finally, programs are encouraged to make employer connections to leverage resources in the form of staff, funds for training, wages, and operational needs related to training space, equipment, etc.

Case Management & Supportive Services

The selected provider(s) will be responsible for providing case management and supportive services to all youth/young adult participants.

Case management is a process that typically includes noninstructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component. Youth/young adult programs must provide case management services to assist a youth/young adult participant in making informed choices and completing the program. Support may be provided on an individual or group basis. Case management principles and methods must be incorporated throughout the program design. A case manager must be assigned to follow the process of each youth/young adult participant from enrollment to program exit, including follow-up services.

Youth/young adult programs must provide supportive services to eligible youth/young adult participants that are necessary to enable an individual to participate in youth/young adult activities authorized under Title I of WIOA. A supportive service is an assistance provided to a WIOA youth/young adult participant that is necessary to enable participation in activities as part of the WIOA youth/young adult program. Supportive services may include, but are not limited to:

- Referrals to community services, including counseling services, including but not limited to drug and alcohol counseling and mental health counseling
- Assistance with transportation, child/dependent care, housing, and educational testing

- Needs-related payments
- Reasonable accommodations for youth/young adults with disabilities
- Aid in gaining uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear
- Help with books, fees, school supplies, and other necessary items for youth/young adults enrolled in post-secondary education classes
- Assistance with fees for employment and training-related applications, tests, and certifications

If the proposed program includes incentives and/or stipends, a detailed plan outlining the criteria for these payments must be developed. Payments should go beyond simple attendance or participation. Note that gift cards are not permitted as a form of incentive or stipend.

- **Stipend:** A stipend is a fixed payment made to a WIOA youth/young adult participant during his/her enrollment to encourage the youth/young adult to participate in certain activities (seat/participation time payments). The stipend can be used for activities such as classroom instruction. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in and completion of education or training services.
- **Incentive:** A payment to a WIOA youth/young adult participant for successful participation and achievement of expected outcomes as defined in the youth/young adult's ISS. The incentive must be linked to an achievement and must be tied to training and education, work readiness skills and/or an occupational skills attainment goal as identified in the ISS. Such achievements must be documented in the participants file as the basis for an incentive payment. WIOA requires that incentive payments be related to the goals of the specific youth/young adult program and must be provided in accordance with the requirements in 2 CFR 200, which says that Federal funds may not be spent on entertainment costs.

Follow-Up Services

The selected provider(s) will be responsible for all follow-up services. Follow-up services are critical services provided for no less than 12 months following a youth/young adult participant's exit from the program. These services ensure the youth/young adult is successful in employment and/or postsecondary education and training beyond their program completion. The selected provider(s) must establish and implement procedures to ensure that follow-up services are conducted and documented. **Follow-up services must include more than just an attempt to contact.** Follow-up services include regular meaningful contact and may include allowable follow-up activities such as:

- Supportive services
- Career counseling
- Regular contact with a participant's employer
- Addressing work-related problems, if applicable
- Adult mentoring
- Financial literacy education
- Services that provide labor market information
- Activities that help youth/young adults prepare for and transition to post-secondary education and training
- Referrals to community services, including counseling services, including but not limited to drug and alcohol counseling and mental health counseling

Performance Measures

The selected provider(s) will be required to meet, at a minimum, the State required Performance Measures for WIOA Youth/Young Adults. Performance Measures and Levels are subject to change based on guidance for the U.S. Department of Labor and L&I's Bureau for Workforce Development Administration. Under WIOA regulations, the following Performance Requirements are measured for youth/young adults:

- Placement in employment, education, or training
- Retention in employment, education, or training
 - Percentage of participants in unsubsidized employment, education, or training measured in quarter 2 and quarter 4 after exit.
- Earnings after entry into unsubsidized employment
 - Earnings of participants in unsubsidized employment during quarter 2 after exit.
- Credential rate
- In-Program Skills Gain
 - To increase the skills obtained through education leading to a credential or employment during the program year.
 - Definition: percentage of participants in education leading to credential or employment during program year achieving measurable gains measured in real-time
- Indicators of effectiveness in serving employers

The current negotiated Program Year 2025 Youth/Young Adult Performance Measures and Levels for the WFWDB are:

• Employment (second quarter after exit)	70.0%
• Employment (fourth quarter after exit)	70.0%
• Median Earnings (second quarter after exit)	\$3,750.00
• Credential Attainment Rate	62.0%
• Measurable Skill Gains	47.0%

Data Management

The Commonwealth Workforce Development System (CWDS) is an Internet-based system of services for use by customers and potential customers of the PA CareerLink® offices and youth/young adult service providers. Included within CWDS, PA CareerLink® provides online access to job openings, information about employers, services and training opportunities for job seekers, and labor market information.

The selected provider(s) will be required to use CWDS to record and track all youth/young adult activities and program services in addition to recording case notes. L&I, the WFWIB, and the program provider will utilize CWDS reports to determine program performance. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. It is the selected provider's responsibility to ensure on-going staff expertise and cooperation. Mandatory CWDS training will be provided by the Youth Services Manager of the WFWDB.

In addition, providers will be asked to provide additional documentation or information not accessible through CWDS to evaluate performance outcomes, as well as program strengths and weaknesses. Additional documentation on tracking, recording, and reporting of program data, such as metrics on recruitment, participation, accomplishments, impact, participant skill gains, staff/worksites surveys, and related activities, is essential to measuring program success. The selected provider(s) will be responsible

for providing all required documentation and data tracking information to the WFWDB as requested and minimally on a quarterly basis.

Branding & Awareness

A continuous mission for the WFWDB is to expand the awareness and recognition of its brand to the public. Additionally, the WFWDB wants to share the impact and variety of programs offered in the local workforce development area by program providers such as yourself. The selected program provider(s) will be responsible for following the WFWDB's branding and awareness guidelines. The program provider(s) will participate in a training session to help them become familiar with what the WFWDB expects from program materials. Additionally, the selected provider(s) will be required to share at least one (1) success story each quarter.

Online & Virtual Activities

The selected provider(s) will be responsible for considering how the proposed program will be adapted when in-person activities and events are not possible. This may include, but is not limited to, the following:

- Virtual mentorships, internships, or work experiences with local employers
- Recorded video tutorials of lessons from the provider or involved employer to keep participants active
- Video or virtual reality industry tours and visits with local employers and businesses
- Scheduled Zoom, Teams, or Facetime (any platform that the participants all have access to) meetings and offer a blocked off time for virtual office hours to meet with participants regularly
- Opportunities for guest speakers, industry experts, etc., to interact with participants using Zoom or similar technology
- Virtual ways to follow up with participants

Proposal Format

The proposals for the WIOA Youth/Young Adult Employment and Training Program must be submitted in the order outlined. The WFWDB reserves the right to disqualify any proposal that fails to submit all the required components as specified in this RFP.

Cover Sheet

The proposal must be submitted using the specified Cover Sheet. See Appendix A.

Executive Summary

The proposal must be submitted with the Executive Summary. See Appendix B.

Organizational Capability

This one-page section is required and is the only section that should contain organizational information. Do not include organizational details in the narrative. This section does not count toward the narrative page limit.

- 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 the number of staff.
- Demonstrate that your organization is eligible to participate as a program provider as described in the Eligible Applicant section.

- 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 15 pages. Proposal narratives must be single-spaced on 8.5” by 11” paper, with 1” margins using 11-point Calibri (Body) font. All application documents must be in Portable Document Format (PDF). Page numbers must be provided in the footers. The WFWDB will not read or consider any materials beyond the specified page limit in the application review process.

Applicants should respond to each of the following sections. Strong program descriptions will demonstrate how the proposed program will meet the 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. The WFWDB will not review any proposals that fail to include all required attachments and sections as stated within this RFP.

As noted previously, the award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, cost per participant, performance history, etc. as determined by WFWDB, which meet the requirements and criteria outlined in this solicitation.

Eligible Participants: *Please reference Scope of Work: Eligible Participants.*

- Identify if the proposed program will serve ISY or OSY.
- Describe how participant eligibility will be determined.

WIOA Required Elements & Program Model: *Please reference Scope of Work: WIOA Required Elements and Scope of Work: Program Model.*

- Describe how the proposed will provide the required 14 elements of WIOA.
- Identify any leveraged resources your program will use to support and enhance the delivery of the required elements.
- Describe how the proposed program will serve OSY or ISY, including what activities are being proposed, how the proposed program will connect youth/young adults with sustainable career pathways, how the activities will prepare youth/young adults for post-secondary education/employment, and the type of work-based learning and career development opportunities that will be available.
- Describe how this program is new and/or innovative.
- If the program is focusing on ISY, how will your organization utilize partnerships with local school districts and CTCs.
- Describe the placement process for placing youth/young adults with employment opportunities.
- Describe the DEI component that will be included in the proposed program.
- Describe how the proposed program will be designed to accommodate diversity in age, work experience, and past participation.

- Provide a detailed timeline of key program activities and initiatives that will take place during the period of performance and the location of youth/young adult activities, including the monthly and total hours participants will participate.
- Provide a service flow chart and calendar depicting program entry, progress, and exit.
- Describe the program's expected outputs and outcomes. (Note: Outputs are direct results of project activities. Outcomes are the changes in attitudes, behaviors, knowledge, skills, or status expected to result from project activities.)

Outreach & Recruitment: *Please reference Scope of Work: Outreach & Recruitment.*

- Identify how the program will outreach and recruit eligible participants from Westmoreland County and/or Fayette County.
- Provide a detailed outreach and recruitment timeline that identifies your organization's outreach and recruitment targets, specifically stating how many individuals the proposed program intends to serve.
- Identify the partnerships your organizations will hold to support outreach and recruitment.
- Describe your organization's familiarity with the PA CareerLink® and its plan for working with the Westmoreland-Fayette PA CareerLink® centers to distribute applications.
- Describe how historically underrepresented and underserved populations will be outreached to and recruited.

Orientation & Intake: *Please reference Scope of Work: Orientation & Intake.*

- Describe the proposed program's planned orientation process.
- Describe how support will be provided to participants during the application period, especially when it comes to assisting them in gathering eligibility documentation.

Assessments and ISS: *Please reference Scope of Work: Assessments and Scope of Work: Individual Service Strategy (ISS).*

- Describe the assessment activities your organization will be implementing to identify the service needs of each prospective youth/young adult participant prior to enrollment.
- Describe the process for determining whether or not youth/young adults are suitable for WIOA services.
- Describe how the proposed program will gather the necessary information to development an ISS, specifically how an individual's goals will be identified, developed, evaluated, and coordinated.
- Identify how the ISS will be updated throughout the youth/young adult's time in the program.
- Provide a description of how the proposed program will address individuals who are basic skills deficient.

Stakeholder Engagement: *Please reference Scope of Work: Stakeholder Engagement.*

- Identify the partnerships your organization will hold with secondary and post-secondary educational providers, community colleges, relevant organizations, and/or youth/young adult service providers.
- Identify the partnerships your organization will hold with employers in high-growth and high-demand industries.
- Describe how partnerships will add value to the program, how they will benefit program participants, and what responsibilities the partners will hold.
- Partnerships should be supported with at least three letters of support/recommendation.

- Letters should describe partnership and how partners will add value to the program.

Case Management & Supportive Services: *Please reference Scope of Work: Case Management & Supportive Services.*

- Describe how your organization will provide case management to participants.
- Explain how your organization will determine and connect participants with the appropriate support services, including referrals and counseling, and outline the process for delivering these supportive services.
- Describe how your organization will determine when participants are ready for training and what type of training opportunities they will be referred to.
- Identify if training will be providing in-house or will be referred out.
 - If services are referred out, describe the referral process and plan for ensuring that participants follow through on referrals.
- Provide a detailed description of the intended use of incentives and/or stipends (if applicable).

Follow-Up Services: *Please reference Scope of Work: Follow-Up Services.*

- Outline the strategy that will be utilized to implement and maintain follow-up services and provide consistent relationships with program participants.
- Describe the strategy that your organization will use for youth/young adults that are failing to return contact.

Performance Measures: *Please reference Scope of Work: Performance Measures.*

- Describe how the proposed program will address and meet all required outcomes and performance measures for WIOA.

Data Management: *Please reference Scope of Work: Data Management.*

- Describe your organization's familiarity with CWDS.
- Describe how your organization will provide additional data not accessible through CWDS, such as the tracking, recording, and reporting of recruitment, participation, accomplishments, impact, participant skill gains, staff/worksites surveys, and related activities.
 - Description should include any methods of capturing data and the format of the data that will be shared with the WFWDB.

Branding & Awareness: *Please reference Scope of Work: Branding & Awareness.*

- Describe the level of familiarity your organization has with sharing success stories and ensuring appropriate branding.
- Describe how your organization plans to ensure that youth/young adults are comfortable in having their name and image/photograph shared.

Online & Virtual Activities: *Please reference Scope of Work: Online & Virtual Activities.*

- Describe how in-person activities will be virtually adapted to ensure that the proposed program will be successfully delivered to fit the situation all participants and partners.

Budget Information

A budget and budget narrative for the proposed program must be submitted as outlined below. The Budget and Budget Narrative do not count towards the page limit requirements for the Proposal Narrative.

Budget

A budget is required for program proposals and must be included using the budget forms provided. See Appendix C. Submission of a detailed budget on the provided template should be calculated and submitted based on the period of performance.

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. An important factor in public investments in training is return on investment. Cost per participant will be used to gauge this investment. Cost per participant is defined by: Total funds requested / total participants to be served. In addition to unallowable costs such as gift cards and building/structural costs, applicants must follow cost guidelines specified in WIOA guidelines.

Please note that the WFWDB will not reimburse any costs proposed by the program provider after the end of the contract. All final invoices must be submitted within 60 days of the contract end date.

Budget Narrative

A budget narrative to accompany the program proposal budget that describes the purpose of each cost, explains how all costs are estimated, and justifies the need for all costs is required. This section should not be more than two (2) pages.

Additional Attachments

The following attachments must be submitted with the proposal.

- **Site Data Form:** Please complete the Site Data Form and include it with the proposal submission. See Appendix D.
- **Assurances:** Please complete the Assurances Form and include it with the proposal submission. See Appendix E.
- **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.
- **Letters of Support:** Please include at least three (3) letters of support that describe how partners will support the program, provide leveraged resources, and/or support program implementation. Letters should display the added value of that partner and what role they will have in the program.
- **Liability Insurance to insure participants:** It is the policy of the WFWDB to require a minimum of \$500,000.00 per occurrence coverage. A current Certificate of Insurance must be furnished.
- **Professional Liability Insurance:** Coverage for participants in those training programs where professional insurance is required. (i.e., LPN, geriatric aide, home health care, etc.)
- **Articles of Incorporation**
- **Proof of State Licensing**
- **Copy of most recent audit report**

Right of Rejection

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

Evaluation Criteria

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

Points Available per Category	
Cover Sheet	Required
Executive Summary	Required
Organizational Capacity	5 points
Proposal Narrative	55 points
Budget Information	40 points
Additional Attachments	Required
Proper Submission of Proposal & Attachments	Required
Total Points Available	100 points

Appendix A: Cover Sheet

Organization Name: _____

Organization Address: _____

Proposed Project Title: _____

Briefly summarize the proposed project:* (250 character limit)

Proposed Project Partners: *

Proposed Project Service Area (neighborhoods, counties, school districts, etc.):*

Proposed Project Impact (outputs, benefits, outcomes, etc.): *

Total Youth Expected to Serve: _____

Contact Person: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Organization 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 the behalf of this organization.

Print Name & Title Signature

*If you are limited on space when typing your responses, please feel free to type your responses on a second page that will be submitted with your proposal package. However, please keep in mind that responses should be concise as this is just a cover sheet.

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 WIOA Youth/Young Adult Programs for the WFWDB?

5. Detail why your organization is interested in and is well positioned to serve WIOA Youth/Young Adult in the Westmoreland-Fayette Workforce Development Area?

6. What experience does your organization have in assisting individuals in youth/young adults? 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 UEI #:
11. Please list your FEIN #:
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: WIOA Youth RFP Budget Pages

One Year Budget 7/1/2025 - 6/30/2026
 Budget pages can be provided as Excel files if needed.

	WIOA	MATCH
Staffing Costs		
Salaries		
Fringe Benefits		
Mileage		
Total Staffing Costs		
Operating Costs (examples below, adjust accordingly for your budget)		
Supplies		
Materials		
Postage		
Telephone		
Maintenance		
Printing		
Equipment Rental		
Rental		
Insurance		
Indirect Operating Expenses		
Total Operating Costs		
Participant Training Costs (examples below, adjust accordingly for your budget)		
Books		
Tuition		
Teaching Aids		
Total Participant Training Costs		
Participant Work Experience Costs		
Work Experience Wages		
Work Experience Fringe Benefits		
Workplace Screenings (Drug, Drivers, Background)		
Total Participant Work Experience Costs		
Participant Stipends/Supportive Service/Incentives		
Stipends		
Supportive Services		
Incentives		
Total Participant Stipends/Supportive Services/Incentives		
GRAND TOTAL		

WIOA Youth RFP Budget Pages
One Year Budget 7/1/2025 - 6/30/2026
PLEASE ADJUST ITEMS TO MEET YOUR ORGANIZATION'S NEEDS

Staffing Costs

Peronnel Salaries

Position Title	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____ X	_____	_____
_____	_____	_____ X	_____	_____
_____	_____	_____ X	_____	_____
_____	_____	_____ X	_____	_____
_____	_____	_____ X	_____	_____
			Total Salaries	=====

Employer's Share of Peronnel Benefits

	% or Rate	Total Salary	Total Benefit Cost
FICA Amount	_____ X	_____	_____
Retirement Amount	_____ X	_____	_____
Worker's Comp. Amount	_____ X	_____	_____
Other (please list separately)	_____ X	_____	_____
_____	_____ X	_____	_____
_____	_____ X	_____	_____
_____	_____ X	_____	_____
		Total Benefits	=====

Mileage and Travel

Explanation

	Rate	Total Miles	
_____	_____ X	_____	= _____

TOTAL STAFFING COSTS

=====

Participant Costs

Work Experience Position	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
Total Participant Salaries				=====

Employer's share of Work Experience Fringe Benefits

	% or Rate	Total Salary	Total Benefits Cost
FICA Amount Retirement	_____	X _____	= _____
Amount Worker's Comp.	_____	X _____	= _____
Amount Other (please list separately)	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
Total Participant Benefits			_____

Workplace Screenings (drug screening, background checks, etc.)

_____	_____	
_____	_____	
_____	_____	
Total Workplace Screening Costs		_____
Total Participant Costs		=====

Training Costs

(List each line item and total)

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Training Costs	=====

Participant Stipends/Supportive Service/Incentives

Item

Brief explanation of item

Amount

Stipends _____	_____	_____
Supportive Services _____	_____	_____
Incentives _____	_____	_____
Total Participant Stipends/Supportive Services/Incentives		_____
	Grand Total	=====

Appendix D: 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): _____
UEI: _____
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 E: 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