



West Kentucky Workforce Board

300 Hammond Dr.
Hopkinsville, KY
42240-4929

REQUEST FOR PROPOSALS For Workforce Innovation and Opportunity Act Title I Comprehensive Youth Services

Services to be Delivered
July 1, 2026 - June 30, 2030

(including the annual renewal option for a total of four (4) years at the WKWB’s discretion)

Estimated RFP Timeline of Events:

(Dates are subject to change)

RFP Release	March 12, 2026
Bidders’ Conference	March 16, 2026
Questions in Writing Due	March 30, 2026
Proposals Due	April 06, 2026
Program Review Committee Meeting	April 2026
Recommendations to WKWB	Apr-May 2026
WKWB Approvals/Award Notices to Providers	May 2026
Contractor Start Date and Program Implementation	July 1, 2026

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West Kentucky Workforce Board
Building Business and Careers for Kentucky



TABLE OF CONTENTS

1. Introduction and Timeline	3
a. Introduction	
b. Timetable	
2. Request for Proposals (RFP) Overview	5
a. Eligibility	
b. Program	
3. Submission Requirements and Instructions	6
a. Application Process	
b. Selection for Funding	
<i>(Proposal Evaluation Criteria included in Proposal Materials section below)</i>	
c. Award Process	
4. Program Design	8
a. Program Design Requirements	
b. Program Success Determination	
5. Budget	15
a. Allowable Expenditures	
<i>(Program Budget forms are included in Proposal Materials section below)</i>	
6. WKWB Policies and Compliance	16
7. Proposal Materials	19
a. Program Summary	
b. Narrative Questions	
c. RFP Budget Forms	
d. RFP Attachments	
e. Proposal Evaluation Criteria	
f. Supporting Information	

INTRODUCTION AND TIMETABLE

a. INTRODUCTION

The West Kentucky Workforce Board (WKWB), using a competitive bid procurement process, solicits proposals from qualified organizations to deliver In-School Youth (ISY) and Out-of-School Youth (OSY) programs under the Workforce Innovation and Opportunity Act (WIOA) in the 17-county West Kentucky Workforce Board region comprised of Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hopkins, Hickman, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Trigg, and Todd counties. Providers must deliver high-quality, year-round career, training, and employment services to economically disadvantaged youth ages 16-24 residing in one of the 17 counties with at least one of the identified WIOA barriers to employment.

WKWB seeks proposals with innovative approaches to service delivery that meet the specifications outlined in this Request for Proposals (RFP) and WIOA 29 U.S.C. 32 et seq. The organization should demonstrate that it can offer a range of training and employment services for youth based on individual need and employer demand. Successful applications will describe in detail the organization's plan and capacity to implement the activities described in this RFP, achieve, track, and report outcomes, and demonstrate the organization's financial capability to operate the program under a cost reimbursement contract. A detailed budget must be included in each proposal. WIOA Youth Program information may be found at <https://www.dol.gov/agencies/eta/youth>.

WKWB will review and evaluate all proposals received by the specified deadline. Contracts will be awarded to the bidder(s) whose submissions demonstrate the highest quality and most cost-effective approach and are determined to be most responsive to the service needs outlined in this Request for Proposals (RFP). Applicants may propose to serve In-School Youth (ISY), Out-of-School Youth (OSY), or both. Please note, a separate proposal is required for each service level.

The program period is July 1, 2026 through June 30, 2030, with an annual renewal option at the WKWB's discretion, contingent upon the availability of funds and based upon quality program performance, successful monitoring, and completion of the continuation process for a total of four (4) years. NOTE – Budget information submitted in proposal should be for the first program year only.

The RFP will be available for download at <https://wkworkforce.work/youth-rfp> on or after March 12, 2026. Completed proposals should be submitted by 1:00 p.m. (CDT) April 6, 2026. The West Kentucky Workforce Board reserves the right to (a) reject any or all proposals, (b) accept or reject any or all items in the proposals.

The WKWB assumes no liability for any expenses incurred either with the preparation of proposals, travel or costs in response to this RFP, or training prior to the contract execution date.

b. Timetable

West Kentucky Workforce Board

**2026-2030 Comprehensive Youth Services
Request for Proposals Timetable**

March 3, 2026	<u>WKWB Youth Committee Meeting</u> Time: 10:00 a.m. (CST) PeADD / Zoom
March 12, 2026	<u>RFP Release</u> Packets available online at https://wkworkforce.work/youth-rfp
March 16, 2026	<u>Bidders' Conference</u> Time: 10:00 a.m. (CDT) PeADD / Zoom https://us02web.zoom.us/j/87214071018?pwd=eAft5mnNcKKYUwiSt5NzkPozcEZYsX.1
April 6, 2026	<u>Proposals Due by 1:00p.m. (CDT)</u> Signed proposals are to be submitted through https://www.wkworkforce.work/youth-rfp
April 2026*	<u>Program Review Committee</u> All applicants are encouraged to attend TBD: PeADD / Zoom
April/May 2026*	<u>WKWB Committee Meeting</u> Recommended RFPs considered for action
May 2026*	<u>Notice of Intent to Award Contracts</u> Email and U.S. Postal Service to successful bidders
June 24, 2026	<u>Providers' Training Session</u> <u>Attendance required for all Youth Program Providers</u> Time: 9:30 a.m. – 3:30 p.m. (CDT) PeADD
July 1, 2026	<u>Youth Contracts Begin</u>

* TBD

All dates subject to change

REQUEST FOR PROPOSALS OVERVIEW

a. Eligibility

All governmental and non-governmental agencies, (whether for-profit or non-profit), meeting the following requirements are eligible to apply. The organization must be a legally recognized entity with appropriate tax status and/or licensing prior to the proposal being submitted. Documentation (i.e., Federal Identification Number, letter of tax exempt status, etc.) must be included in the proposal.

b. Program

WIOA funding is designed to help job seekers access employment, education, training and support services to succeed in the labor market.

The objective of West Kentucky Workforce Board programs is to prepare and place the region's potential workforce in sustainable-wage, high-demand jobs, building the region's economy by ensuring employers may hire qualified workers that help their businesses succeed, and allowing the opportunity for previously disconnected workers to participate in, and contribute to, the overall economy.

For WKWB WIOA Youth programs, this is achieved by providing services to 16-24 year-olds in the 17-county WKWB region through innovative programs that produce measurable outcomes in raising basic skills, improving work-readiness skills, obtaining credentials, and providing work-based learning opportunities to prepare youth for the workforce.

All proposals must offer programs which make the 14 youth elements/services available to (or referrals available to) youth participants.

While the final funding allocation has not yet been received, approximately \$400,000 in total funds for the WIOA programs is projected to be available for contracted youth services. These funds do not represent the additional funds to be paid directly to the youth participants under this program for work-based learning activities such as work experience, on-the-job-training, pre-apprenticeship or internships, which will be covered by the WKWB directly.

Youth funding is divided into two service levels, In-School Youth and Out-of-School Youth. WIOA requires that a minimum of 75% of Youth funding be used to serve Out-Of-School Youth. Applicants may propose to serve In-School Youth (ISY), Out-of-School Youth (OSY), or both. Please note, a separate proposal is required for each service level.

WIOA funds cannot be used to duplicate existing programs already established in the service area.

SUBMISSION REQUIREMENTS AND INSTRUCTIONS

a. Application Process

The RFP will be available for download at <https://wkworkforce.work/youth-rfp> on or after March 12, 2026. Completed proposals should be submitted by 1:00 p.m. (CDT) April 6, 2026 through the link provided. All applicants will receive an email response verifying receipt of proposal.

A bidders' conference on completing the Request for Proposals (RFP) packet will be held on March 16, 2026 at 10:00 a.m. (CDT) at the Pennyriple Area Development District, 300 Hammond Drive, Hopkinsville, KY or via Zoom link below. All interested parties and those submitting a proposal are strongly encouraged to attend.

<https://us02web.zoom.us/j/87214071018?pwd=eAft5mnNcKkYUwiSt5NxkPozcEZYsX.1>

WKWB staff are unable to provide technical assistance during the application process. All questions pertaining to this RFP may be submitted in writing to youth.questions@wkworkforce.org. Questions must be received by March 30, 2026. All questions and answers will be posted online.

b. Selection for Funding

All proposals, regardless of program service design, must describe as specifically and clearly as possible all program activities, the fourteen (14) WIOA program elements, the objective measurement of activities, the budget and use of funding, and the knowledge, credentials, skills and abilities to be acquired by the youth in the program and how it will accomplish the stated performance measures.

Proposals meeting the submission guidelines will be reviewed and evaluated following the WKWB Program Review Committee Standing Policies as follows:

West Kentucky Workforce Board Program Review Committee Standing Policies

The following are standing policies adopted by the West Kentucky Workforce Board (WKWB) Program Review Committee and the full Board:

1. The Program Review Committee can accept proposals at any time during the fiscal year; however, the Committee will only review proposals during pre-established review meetings.
2. A prior Workforce Investment Act (WIA) or Workforce Innovation and Opportunity Act (WIOA) contract with the WKWB will not give an advantage over any other proposal submitted for funding.

3. The Program Review Committee selection criteria shall closely adhere to target groups, needs, and occupational training and performance standards as identified in the LWA and recommended by other committees within the WKWB.
4. Competitive proposals will be reviewed by the Program Review Committee using:
 - Proposal Evaluation Criteria – using aggregate score of a minimum of three (3) staff.
 - Allowability of Cost Evaluation
 - Recommendations of the Monitoring and Evaluation Committee for previously funded programs
 - Staff (compiled) Comments and Areas of Concern
5. The Executive Committee has recommended that proposals offering similar training be compared in regard to cost, with preference given to those most economical.
6. Remedial education and General Equivalency Diploma (GED) proposals will only be considered as a training program when combined with other training services.
7. Program Review Committee actions, with regard to priority and selection of proposals shall be final. Once the Committee has ranked the proposals, applicants will at no time be allowed any verbal redress of their proposal ranking or comment to the full WKWB. A written submission of grievance may be made to the Program Review Committee chairperson and should be received within two (2) weeks of the Program Review Committee decision.

The Program Review Committee will operate under the Bylaws of the WKWB.

Program Review Committee recommendations will be presented to the WKWB/WKWB Executive Committee for action.

AWARD PROCESS

Notices of Intent to Award Contracts will be sent by email and U.S. Postal Service to successful bidders. The WKWB reserves the right to reject any or all proposals received as a result of this RFP, if it is deemed in the best interest of the WKWB to do so. Any appeal of any action as a result of the RFP must comply with the grievance procedures of the WKWB. A copy of the grievance procedure may be found in this document. (Attachment J)

PROGRAM DESIGN

a. Program Design Requirements

The WKWB is seeking programs that offer a comprehensive program strategy for serving youth. Each proposal can only offer one level of service per program/proposal. The WKWB is reserving approximately 80% of available youth funds for the purpose of serving Level 2 (Out-of-School Youth). The WKWB target populations are as follows:

Level 1 – (In-School Youth) – Ages 16-21 (must be less than 25% of funding)

Means an individual who is—attending school (as defined by State law), not older than age 21, a low-income individual; and has one or more of the following barriers:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
- Pregnant or parenting
- A youth with a disability
- An individual who requires additional assistance to complete an educational program or to secure/hold employment by meeting one or more items below. *Only 5% of in-school youth in an area can use this barrier* (defined by state)
- Has been fired from a job within the 12 months prior to application
- No previous work experience/never held a job
- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
- Difficulty with social interaction or behavioral problems
- History of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse; one or more parents incarcerated.
- A student participating in an alternative program/setting
- Has chronic attendance or discipline problems
- Functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-24 if they are functioning at grade 11 or under).
- A student who has failed two (2) or more subjects during the prior two (2) years of school attendance
- One or more parent lacks high school diploma / GED

For those choosing to serve Level I – In School Youth - Programs should focus the majority of their activities on non-school hours, workforce readiness, raising basic skills, and encouraging regular school attendance to prevent school withdrawals, as well as encourage work based learning, completion of credentials, graduation, and transition to employment and postsecondary education.

Level 2 – (Out-of-School Youth) Ages 18-24 (75% or more of available funding)

Means an individual who is – **not attending any school** (as defined under State law), not younger than age 16 or older than age 24; is low-income as applicable based on the barrier, **and has one or more of the following barriers to employment:**

- A school dropout
- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is basic skills deficient, or an English language learner
- An individual subject to the juvenile or adult justice system
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement. Or (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)))
- An individual who is pregnant or parenting
- A youth with a disability
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment by meeting one or more items below. (Defined by State)
- Has been fired from a job within the 12 months prior to application
- No previous work experience/never held a job
- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
- Difficulty with social interaction or behavioral problems
- History of family disruptions, such as divorce, legally separated parents, family violence, alcohol or drug abuse; one or more parents incarcerated.
- A student participating in an alternative program/setting
- Has chronic attendance or discipline problems
- Functioning at least one or more grade levels below his/her age group in the areas of reading and math (for youth 18-24 if they are functioning at grade 11 or under).
- A student who has failed two (2) or more subjects during the prior two (2) years of school attendance
- One or more parent lacks high school diploma / GED

KY has set the required school attendance age at 18, so out of school priority is 18-24.

PROGRAM CONSIDERATIONS FOR ALL PROPOSALS:

1. The program period is July 1, 2026 through June 30, 2030, with an annual renewal option at the WKWB's discretion, contingent upon the availability of funds and based upon quality program performance, successful monitoring, and completion of the continuation process for a total of four (4) years.
2. The target population group for this proposal is an individual who:
 - a. is age 16 through 24; and
 - b. is an eligible low income individual, as applicable, defined in WIOA and
 - c. meets one or more of the barriers listed in the appropriate category.
3. All programs must be located within the 17 counties comprising the West Kentucky Workforce Board Area (Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hopkins, Hickman, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Trigg, and Todd counties) and meet the requirements of WIOA for utilization of youth funds.
4. Work Experience/Work-Based learning activities are a priority for all programs. Per WIOA requirements, 20% of WKWB Youth funding is set aside for work-based learning activities such as work experience, on-the job training, internship, pre-apprenticeship and summer work-based activities. All providers must make this activity a priority in their proposal.
5. The Youth Service Provider will be responsible for outreach/recruitment of their participants. Other responsibilities include assessments, gathering documentation for eligibility (all supporting documentation including assessments and service strategy) prior to certification, tracking and counseling participants, collecting performance data in a timely manner and providing one year of follow-up activities for all participants, including a minimum of pre- and post- assessment of basic skills (TABE test) for measurable skills gain. Tracking, collecting and submitting credentials and completion information is also a high priority.

Eligibility determination will be the responsibility of the designated WIOA Career Coach staff assigned by the direct services provider and will be coordinated with the Youth Provider, as needed. Providers must keep in regular contact with the youth, communicate the status of the youth in case notes, submit timely case notes in the system for all participants (describing the services and elements received by the youth, as well as, a description of the activities provided by the program). Providers should notify staff of all start/end dates of activities and enter all notes in the system within 10 days of the activity. Providers are responsible for collecting and submitting correct participant time sheets, monitoring achievement of goals and performance, submitting monthly invoices, providing any requested information in a timely manner to the WKWB/WIOA staff contact, and completing other duties described in the youth training, or youth manual (including any additional WIOA regulations, updates or directives issued by the State or the Department of Labor).

6. The youth service provider will also be responsible for providing the WIOA staff with success stories, photos and information for newsletters, state and federal requests for information about the success of the program, participants and the activities being conducted.

7. The Youth Service Provider must ensure that the proposed program provides a design framework which will:

- a. Promote and encourage work-based learning for at least 40% of participants;
- b. Provide an objective assessment of each youth participant, meeting the requirements of WIOA, and includes a review of the academic and occupational skill levels, as well as the service needs of each youth;
- c. Develop a Service Strategy/Employment plan and goals (as needed) for each youth participant that is linked to one or more of the performance indicators and meets the requirements of WIOA. Develop activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential. Prepare students for postsecondary educational and training opportunities; including identifying a career goal, preparation and encouragement to enter the job market and consideration of the assessment results for each youth; Occupational education that lead to the attainment of recognized postsecondary credentials; and
- d. Provide work readiness skills and preparation for post-secondary educational opportunities, provide strong linkages between academic and occupational learning. Provide preparation for unsubsidized employment (including making them familiar with the services of the local career center and helping them register for work, work readiness/workplace skills) and provide effective connections to employers, including small employers, intermediary organizations, in in-demand industry sectors and occupations that provide strong links to the job market and employers in the local and regional labor markets.

8. The Youth Service Provider must administer or arrange for testing of their students using the TABE test or other nationally recognized approved test measuring reading and math levels, as the means for measuring skills gains and competency attainment. All youth must be tested prior to certification. If basic skills deficient (score at 8.9 or below on reading and/or math composite on TABE) they must work to raise their literacy level. They have a one year time period from registration in the program to raise scores and be re-tested. The same test must be used as the pre-program and post-program test to measure the increase in skills over the course of the program year as the follow-up to determine attainment levels. Individuals who score 12.9 in math and reading on their pre-test do not have to be post-tested.

The WKWB encourages programs to use pre-, mid- and post-program testing to monitor and prioritize re-assessment of the youth and ensure the continuing progress of participants is on track to maximize student success.

9. The WKWB welcomes and encourages Youth Service Providers to submit program designs that are innovative, non-traditional, and “hands-on” in their approach. Programs including Labor Market data-based job search, employment readiness, high-demand sector career pathways, independent living, financial literacy, soft skills for employment.

10. All proposals must offer programs which make the 14 youth elements/services available to (or referrals available to) youth participants per WIOA requirements. The program will assess all clients to determine the need for services at entry and re-assess throughout participation, as needed. Not every youth participant will be assessed to be in need of every service listed; however, the proposal must indicate how each element will be provided should the need arise. Successful bidders must be able to offer, provide or refer out all 14 elements and applicable services. The RFP should describe, if done by the agency, the process used to determine needs, services provided, and how success will be tracked. If referred to another agency, describe the referral process, how the program will track the provision of services, how progress will be tracked, and the agreement(s) in place with referral agencies. The Youth Service Provider will have the discretion to determine which specific program services will be provided to a youth participant, at a time, based on each participant’s detailed individual service strategy and or detailed objective assessment.

The proposal must detail how these 14 elements and related services will be offered/provided to be selected as a successful bidder:

- (1) Tutoring, study skills, training instruction**
- (2) Alternative secondary school services**
- (3) Work-Based Learning**
- (4) Occupational skills training**
- (5) Education offered concurrently**
- (6) Leadership development opportunities**
- (7) Supportive Services**
- (8) Adult Mentoring**
- (9) Follow-up services**
- (10) Comprehensive guidance and counseling**
- (11) Financial literacy education**
- (12) Entrepreneurial skills training**
- (13) Services that provide labor market and employment information**
- (14) Transition activities**

Note: Additional information about the 14 elements listed above is available at www.doleta.gov.

11. Each eligible youth applicant shall be provided:

- a. Information on the full array of applicable or appropriate services that are available through the youth program, other eligible providers, one-stop partners, including those providers or partners receiving funds under this subtitle; and
- b. Referral to appropriate training and educational programs that have the capacity to serve the participant either on a sequential or concurrent basis.

Applicants not meeting eligibility/enrollment requirements—Each provider of a youth workforce program shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served by that program, *shall be referred for further assessment*, as necessary, and referred to appropriate Career Center or community programs to meet the basic skills and training needs of the applicant.

12. Youth Service Providers incorporating occupational skills training into their program shall provide the following information for each training course (i.e., basic skills, occupational skills, leadership skills):

- a. The length of the training course in terms of days, weeks and hours;
- b. Diagnostic testing which will define the participants' specific educational deficiencies (i.e., TABE, etc.), pre-program and post-program.
- c. Methodology to be utilized in creating/assigning work study plans;
- d. Training modules and counseling approaches;
- e. Teacher/student ratio and cost breakout;
- f. The skills, knowledge, attitude and behavior to be taught and the credential received;
- g. The levels of achievement to be attained which will enhance the youth's employability and opportunities for work experience.

13. Programs choosing to serve Level 2 Youth (Out-of-School) must adhere to all requirements of the Kentucky Department of Education regarding GED Certification for out-of-school youth. Stand-alone GED programs are not eligible for funding by the WKWB. The program must provide the other elements or services in addition to completion of high school diploma/GED to be an eligible program for WKWB youth funding.

Note: WIOA does not consider Adult Education/GED enrolled youth as "in-school" youth.

14. Providers should build a strong work-based learning segment into their proposal. Per WIOA requirements 20% of the WKWB allocation must be spent on work based learning activities. The service provider should state in the RFP how many participants will go into work based learning experiences. This can include work experience, internship, OJT, etc.

At least 40% of the participants should participate in work-based learning. Participants will be required to complete timesheets and a personal journal entry every two (2) weeks. Providers should educate the youth on work-readiness skills, workplace behavior, how to complete their timesheets, appropriate work attire, business etiquette, etc. as a part of this component.

15. Each proposal should identify at least three (3) competencies and one (1) skill area that participants will be learning in work based learning.

a. Competencies

- i. Resources
- ii. Interpersonal Skills
- iii. Information
- iv. Systems
- v. Technology

b. Skill Areas

- i. Basic Skills
- ii. Thinking Skills
- iii. Personal Qualities

16. Standards:

- a. All academic and occupational program instructors must be State certified and/or eligible for State certification; and
- b. The Youth Service Provider is responsible for certification and/or background checks of employees involved in the proposed program as required by their agency's internal policies.

17. A program supervisor must be identified in the program proposal. A breakdown of wages and benefits is required on the "Budget Request - Personnel" sheet. Additionally, program responsibilities of each proposed staff member must be specified within the proposal. A resume must be attached for staff members paid through the grant. Timesheets for all personnel paid with WIOA funds must be submitted with each monthly invoice as well as appropriate documentation for all charges.

18. Invoices should be submitted monthly. The line-item budget and invoices should reflect costs per category that are allowable, reasonable, and allocable. The Youth Service Provider must submit documentation to support each charge on the invoice and all requested amounts. All amounts and documentation are subject to staff and WKWB Director Approval. Invoices are due by the 10th of the month. Invoices received after the 10th of each month will be noted in monitoring.

b. Program Success Determination

Youth activities under WIOA must be designed to achieve certain performance outcomes. Without these outcomes, the West Kentucky Workforce Area cannot meet their local performance standards as established by the State of Kentucky and the U.S. Department of Labor. Below are the current youth performance measures that must be followed.

WIOA YOUTH CORE INDICATORS OF PERFORMANCE

1. Percentage of program participants who are in education or training activities, or in unsubsidized employment during the second quarter after program exit
2. Percentage of participants who are in education or training activities or in unsubsidized employment during fourth quarter after program exit
3. Median earnings of participants in unsubsidized employment during second quarter after program exit
4. Percentage of participants who obtain a recognized post-secondary credential, secondary school diploma or equivalent during participation or within 1 year after program exit*
5. Percentage of participants who during a program year are in education that leads to a recognized postsecondary credential or employment and who are achieving measurable gains towards those goals.

*Participants obtaining a high school diploma/GED will also have to be employed or enrolled in post-secondary education for the obtained credential to count in performance.

NOTE: The performance rates for the LWA are subject to change pending negotiation of rates and issuance of the final performance standard rates by the Department of Labor and the State of Kentucky at any time (usually on an annual basis). Additional information on performance standards may be found at www.doleta.gov.

BUDGET

The WKWB has the responsibility to ensure contracted costs are reasonable, necessary and allocable. All costs associated with this proposal must be clearly defined and explained in the Budget Summary.

Applicants must submit a detailed budget on the provided pages and corresponding narrative that clearly demonstrates how proposed costs are reasonable, allowable, and directly aligned with the delivery of the WKWB WIOA Title I services described in this Request for Proposals. All budget items are subject to review and negotiation prior to contract execution. WKWB reserves the right to request clarification or revisions to proposed budgets or disallow unallowable or inadequately justified costs. NOTE – Budget information submitted in proposal should be for the first program year only.

- The WKWB assumes no liability for any expenses incurred either with preparation of proposals, travel or costs in response to this RFP, or training prior to the contract execution date.
- Each organization submitting a proposal must be capable of supporting its own operation. There will be no advance payments. The WKWB will utilize a Cost Reimbursement

Agreement for this RFP. Under this agreement, the Youth Service Provider is reimbursed based upon actual allowable costs incurred as approved in the RFP. The Service Provider is held to line items within a detailed budget which is part of the contractual agreement by reference. The Service Provider must keep detailed documentation to support each cost charged and must submit copies of the documentation with the monthly invoice to receive reimbursement.

▪ All line items in the budget must be strictly adhered to. Any changes must receive prior written approval by staff and/or WKWB before contract changes in the narrative or budget section may be made. All costs are subject to WKWB staff approval. WKWB staff should be consulted prior to provider making any program purchases not specifically outlined in the proposal or pre-approved in a modification/realignment request.

WKWB POLICIES AND COMPLIANCE

Nepotism

The following is set forth as the policy concerning nepotism:

- A. Neither the WIOA Youth Services Agency, Workforce Board nor any WIOA Contractor or Subcontractor, nor any WIOA employing agency, may hire a person in any administrative capacity, staff position, or on-the-job training position funded under WIOA, if a member of the person's immediate family is engaged in an administrative capacity for the WIOA Youth Services Agency, Contractor or Subcontractor or the Workforce Board.
- B. For the purposes of determining nepotism, the term "immediate family" means wife, husband, son, daughter, mother, father, brother (includes half-brother), brother-in-law, sister (includes half-sister), sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent and stepchild.
- C. The term "person in an administrative capacity" means that person or persons who have direct responsibility for the hiring and tenure of employees, included all elected and appointed officials who have any responsibility for the obtaining and/or approval of any grant funded under WIOA, as well as other officials who have influence or control over the administration of the program.

All WKWB contractors and subcontractors are subject to complying with the above nepotism policy until and unless this policy becomes superseded by a State policy. The WKWB shall apply the nepotism policy to program participants, program supervisors and administrative personnel.

Fraud

Any person or organization who submits false or fraudulent claims or written, certified statements for money, services, or property is subject to prosecution by the Office of the Inspector General (OIG). A person can be held liable for a penalty of up to \$5000 per claim or statement even if the property, services, or money is not actually delivered or paid.

Fraud is defined in the Financial Management Guide as any alleged deliberate action which is apparently in violation of federal statutes and regulations. This includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants, intentional payments to an agency without the expectation of receiving services, payments to "ghost" enrollees, misuse of appropriated funds and misrepresenting information in official reports. Please note: Any statement in any proposal submitted to this local area which appears to be fraudulent will be reported to the OIG for their review and investigation.

Conflict of Interest

In accordance with Sections 122 and 123 of the Workforce Innovation and Opportunity Act and 29 CFR, the following is set forth as the policy concerning conflict of interest:

- A. No member of the West Kentucky Workforce Board (WKWB) may vote, discuss, or respond to questions on any matter which has a direct bearing on services to be provided by that member, or any organization which such member represents, or on any matter which would financially benefit such member, or any organizations such member represents.

Upon request of the official body (either the WKWB or its committee), the member may comment when the potential for conflict is acknowledged as a part of that comment.

- B. This restriction applies to any matters where recommendations and/or decisions are being made for the WIOA activities (whether competing proposals exist or not) where the actual, potential, or appearance of conflict of interest exists whether the conflict may be personal or monetary.
- C. Each WKWB member shall avoid any actual, potential, or the appearance of conflict of interest (whether personal or organizational) in awarding financial assistance and in the conduct of procurement activities involving funds under the Act.
- D. If an "immediate family" of any WKWB member, administrative entity staff, or current provider staff (i.e., Pennyrile ADD, Purchase ADD, etc.) or provider board member is being considered for eligibility for WIOA programs, or any program activities operated by the West Kentucky Workforce Board, the appropriate administrative/oversight

staff of the agency involved shall be notified prior to the completion of eligibility by the eligibility staff of the Area Development District. The WKWB Administrator shall also be notified and shall notify the Executive Committee of the WKWB.

The Board member, staff member, or any provider agency board member shall provide a public disclosure statement within ten (10) days of the initial notification of eligibility contact stating his/her relationship to the individual considered for eligibility.

The term "immediate family" means wife, husband, son, daughter, mother, father, brother (includes half-brother), brother-in-law, sister (includes half-sister), sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

PROPOSAL MATERIALS

**West Kentucky Workforce Board
2026-2030 Program Summary Sheet
Comprehensive WIOA Youth Services**

APPLICANT INFORMATION

Agency Name: _____

Agency Head: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Agency Type: (Indicate where appropriate)

- | | |
|--|--|
| <input type="checkbox"/> Governmental | <input type="checkbox"/> School District |
| <input type="checkbox"/> For Profit Organization | <input type="checkbox"/> Not-for-profit Organization |

IRS Identification Number: _____

PROPOSED PROGRAM INFORMATION

Program Name: _____

Lead Person: _____

Position/Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

PROPOSAL SUMMARY

Funds Requested: _____ New Participants to be served: _____

Cost per Participant: _____ Youth Service Level: _____

Counties to be served: _____

Statement of Assurance: This agency agrees to conduct the program in accordance with all the applicable regulations and guidelines of the Workforce Innovation and Opportunity Act Title I Youth Activities and shall comply with all reporting and audit requirements.

Signature of Authorized Official

Date

Typed Name/Title

ORGANIZATIONAL INFORMATION and CERTIFICATIONS

Name of Organization: _____

Address: _____

Telephone: _____

Contact Person: _____

Federal Employer ID No.: _____

Proposer's organization operates as:

- Individual
 Partnership
 Public Agency
 A corporation incorporated under the laws of the State of _____
 Other (specify): _____

Check to indicate if your organization is:

- Business Minority-owned enterprise
 Business Female-owned enterprise
 Business Community-based organization

The Proposer's organization is a: Not-for-Profit For profit

The proposer certifies as explained on the attached, that:

	Without Exception	With Exception
a. it has no outstanding liens, claims, debts, judgments or litigation pending against it which would materially affect its programmatic or financial abilities to implement and carry out its proposed program;	<input type="checkbox"/>	<input type="checkbox"/>
b. it is current in its payments of applicable federal, state, and local taxes;	<input type="checkbox"/>	<input type="checkbox"/>
c. it is not currently under probation or suspension status from any regulatory agency it is governed by;	<input type="checkbox"/>	<input type="checkbox"/>
d. its costs and pricing data submitted with this proposal are representative of only those reasonable, allowable, and allocable costs necessary for carrying out its proposed program;	<input type="checkbox"/>	<input type="checkbox"/>
e. it has met all of the requirements of the agency's policies regarding necessary certifications and background checks of program personnel;	<input type="checkbox"/>	<input type="checkbox"/>
f. it understands the requirements of this RFP, the WIOA and its rules and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
g. it has not been debarred by an action of any governmental agency;	<input type="checkbox"/>	<input type="checkbox"/>
h. it is authorized to submit this proposal in accordance with the policies of its governing body; and	<input type="checkbox"/>	<input type="checkbox"/>
i. the information contained herein is true and correct to the best of its knowledge.	<input type="checkbox"/>	<input type="checkbox"/>

(If any of the above questions are answered **with exception**, please provide explanation on attached sheet)

ORGANIZATIONAL INFORMATION and CERTIFICATIONS

By my signature, I certify that I am empowered to act on behalf of the proposing organization in submitting this proposal and have reviewed Attachments A – K and submitted the required items for the attachments described below:

Attachment A-	Authorized Signature Card
Attachment B-	Administrative Systems/Assurance
Attachment C-	Violation of Tax and Employment Laws
Attachment D-	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Lower Tier Covered Transactions
Attachment E-	Nondiscrimination and Equal Opportunity Certification
Attachment F-	Drug Free Workplace Requirements Certification
Attachment G-	Certification Regarding WIOA Outreach & Recruitment, & Media Releases
Attachment H-	Fidelity Bond
Attachment I-	Certification Regarding Lobbying
Attachment J-	WKWB Grievance Procedures
Attachment K-	General Assurances

Authorized Signature

Date

Explain any “with exception” answers in this area:

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

NARRATIVE QUESTIONS

All proposals must be submitted with the same format and WKWB headings as listed on the related 'RFP Questions' pages, in the same order as shown, on 8 ½ x 11 inch paper, single or double spaced with a font size of at least 11 pt. All pages of the proposal submission should be numbered consecutively. Refer to the section, "Program Design" in responding to these questions pertaining to services to Youth.

1. Organization Structure/Capacity and Background

- a. Briefly describe your organization and its experience providing education and/or training services to the eligible youth population.
- b. Describe any previous experience delivering WIOA-funded services.
- c. Describe the youth service backgrounds of staff proposed to provide services, including experience working with youth with barriers to employment.

2. Service Strategy

- a. Provide a detailed plan for recruitment and outreach including outreach methods, organization and community partnerships, and timelines.
- b. Describe **in detail** how you will provide for each of the 14 program elements required by WIOA.
- c. Describe specific service delivery methods you will utilize to ensure participant engagement and success.
- d. Include the number of youth to be served and projected outcomes that will be achieved.

3. Budget

- a. Provide detailed reasoning for all budgeted expenditures. Include their direct impact to participant and program success.
- b. Please note how expenditures are the most cost-effective and efficient way to achieve program goals.

4. Service Area Impact

- a. Describe the anticipated impact of your proposal on the community, county(ies), and region if selected for funding.

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

PROGRAM BUDGET

BUDGET REQUEST – TOTAL SUMMARY PAGE

NOTE – Budget information submitted in proposal should be for the first program year only.

Agency Name: _____

Category	Request from WKWB	Provided from other funding sources*	Total
1. Personnel – Salaries Fringe Benefits			
2. Travel - (Must be at state rate)			
3. Program Materials and Office Supplies - Instructional Workshop Materials Supplies Outreach and Recruitment Cell Phone/Copier Charges Postage			
4. Participant Training and Supportive Services - <i>(Direct Participant Costs)</i> Tuition, Books, Uniforms Equipment, Kits, Supplies Transportation			
5. Totals			
6. Number of Participants to be Served			
7. Cost Per Participant (# Participants/Total)			

* - other funding sources – defined as contributions provided by your institution or other outside community agencies (non-WIOA) toward the development of your agency’s youth program.

BUDGET REQUEST – PERSONNEL

Agency Name: _____

Please list the staff job title and hourly wage or how you will calculate the wage for this position. For example, if charging 5 hours a week to programmatic duties, then 20 hours a month x the rate of pay x the number of weeks of the program would equal the total cost.

Please complete as many copies as necessary.

Staff Job Title	How Wage Is Calculated	Total Cost
Total Personnel – Salaries		

Fringe Benefits

Fringe benefits are computed on an individual basis for staff included under personnel costs. Items included in fringe benefits consist of health, dental, and vision insurance, disability insurance, unemployment and worker’s compensation, and mandatory employer match on federal employment taxes, and retirement costs.

Job Title	Fringe %	Total Cost
Total Personnel – Fringe Benefits		

TOTAL PERSONNEL (Salaries + Fringe Benefits): \$

BUDGET REQUEST – TRAVEL

Agency Name: _____

The WKWB will reimburse travel based on your agency’s policy for mileage as long as reimbursement does not exceed State of Kentucky employee reimbursement rates.

Please list the amount approved per mile for reimbursement.
Attach a copy of your agency’s policy.

Travel must be directly related to the provision of services to Youth Program participants.
 General travel or travel in connection to this RFP is not an allowable expense.

Description	Calculation	Total Cost
	Total Miles x \$._____ per mile	
	Total Miles x \$._____ per mile	
	Other:	
Total Travel		

TOTAL TRAVEL: \$

BUDGET REQUEST – PROGRAM MATERIALS AND OFFICE SUPPLIES

Agency Name: _____

All supplies/instructional materials requests are subject to WKWB Staff approval.

The following is a list of applicable items. This is not a comprehensive list.
 (Workshop Materials and Supplies, File Folders, Copy Paper, Printer Ink, Pencils/Pens, Envelopes, Recruitment Items, Postage, Copier, and Cell Phone Charges)

Item	Quantity	Item Cost	Total Cost
Total Program Office Supplies and Instructional Materials			

TOTAL PROGRAM MATERIALS AND OFFICE SUPPLIES: \$

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

Youth Contract Attachments

ATTACHMENT A – AUTHORIZED SIGNATURE CARD

**WEST KENTUCKY WORKFORCE BOARD
AUTHORIZED SIGNATURE CARD**

Authorized signature card is for reimbursement of expenditures under a WIOA Youth Program contract and for signature on budget realignment requests.

**Not valid for contract modifications as they must be signed by the Authorized Official.*

WIOA Youth Program Name

Agency Name

Signature of Individuals Authorized:

1. _____
Signature/Date

Typed Name/Title

2. _____
Signature/Date

Typed Name/Title

3. _____
Signature/Date

Typed Name/Title

I certify that the signature(s) above are of the individuals authorized to request reimbursement of expenditures under the WIOA Youth Program contract, realign budget amounts according to the budget realignment form, or submit contract expenditure projections according to the WKWB, in line with expenditures/deobligation procedures.

Signature of Authorized Official

Date

ATTACHMENT B – ADMINISTRATIVE SYSTEMS/ASSURANCE

All applicants must submit documentation ensuring their financial systems provide fiscal controls and accounting procedures that are in accordance with generally accepted accounting principles.

A copy of the applicant's latest agency-wide audit or a statement from an independent audit should be included with the proposal. There should also be an assurance that all reports, both programmatic and financial will be submitted in a timely manner.

ADMINISTRATIVE SYSTEMS/ASSURANCE

I certify my assurance that any Workforce Innovation and Opportunity Act (WIOA) funded activity carried out by my organization will submit all reports, both programmatic and financial in a timely manner and in compliance with WIOA, West Kentucky Workforce Board and Pennyriple Area Development District requirements.

ATTACHMENT C – VIOLATION OF TAX AND EMPLOYMENT LAWS

KRS 45A.485 requires the applicant and all subcontractors performing work under the contract to reveal to the First Party any final determination of a violation by the applicant within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to corporate and utility tax, sales and use tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively. Disclosure of any violations is required prior to the award of any state contract and throughout the duration of the contract.

Failure to disclose violations shall be grounds for the First Party's disqualification of a contractor or subcontractor from eligibility for a period of two (2) years.

To comply with the provisions of KRS 45A.485, the applicant and all subcontractors performing work under the contract shall report any such final determination(s) of violation(s) within the previous five (5) years to the First Party by providing the following information regarding any violation(s): (1) specific KRS violation, (2) date any final determination of a violation, and (3) state agency which issued the final determination.

A list of any disclosures made prior to award of a contract shall be attached to the contract.

The applicant affirms that it has not violated any of the provisions of the above statutes within the previous five (5) year period, aside from the violations explicitly disclosed and attached. The applicant further affirms that it will (1) communicate the above KRS 45A.485 disclosure requirements to any subcontractors and (2) disclose any subcontractor violations it becomes aware of to the First Party.

ATTACHMENT D – CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION; LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered as erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
2. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
4. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled, “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not

required, to check the List of Parties Excluded from Procurement or Non-procurement Programs.

7. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension.

ASSURANCE OF DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, LOWER TIER COVERED TRANSACTIONS COMPLIANCE

I certify as the prospective lower tier participant, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

If unable to certify to any of the statements in this certification, the prospective lower tier participant shall attach an explanation to this proposal.

**ATTACHMENT E – NONDISCRIMINATION AND EQUAL OPPORTUNITY
CERTIFICATION**

Prior to contract award, potential contractors must assure that they are in compliance with nondiscrimination and equal opportunity requirements. Discrimination (because of race, religion, color, national origin, sex, age, or disability) is prohibited.

During the performance of this contract, the applicant agrees as follows:

As a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act (WIOA) Youth Programs from the Department of Labor, the grant applicant assures, with respect to the operation of the WIOA Youth funded program or activity and all agreements or arrangements to carry out the WIOA Youth funded program or activity, that it will comply fully with nondiscrimination and equal employment opportunity requirements. The applicant further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity.

Please provide a copy of the agency's Equal Employment Opportunity Plan
And
List the name of the staff person responsible for implementation
(Director, head of personnel, etc.), their address and phone number:

Name/Title: _____

Address: _____

Phone: _____

ATTACHMENT F – DRUG FREE WORKPLACE REQUIREMENTS CERTIFICATION

Please attach a copy of your agency's Drug Free Workplace policy.

If your agency does not have a policy, please contact the appropriate program staff or the WKWB Director for the forms to complete on Drug Free Workplace requirements.

ASSURANCE OF DRUG FREE WORKPLACE COMPLIANCE

I certify that any WIOA funded activity will be carried out under Drug Free Workplace Compliance requirements and agree to comply with provisions of the Drug-Free Workplace Act of 1988, 41 U.S.C. §702 et seq., and 2 CFR 182 in providing a drug-free workplace. The recipient must notify the awarding office if the recipient's employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may cause suspension, debarment, or other penalties as specified by the First Party's policies and procedures.

ATTACHMENT G – CERTIFICATION REGARDING WIOA OUTREACH AND RECRUITMENT AND MEDIA RELEASES

All WIOA Outreach and Recruitment and Media releases must have prior approval from the appropriate West Kentucky Workforce Board staff and/or the state before they may be released.

WIOA OUTREACH AND RECRUITMENT AND MEDIA ASSURANCE

I certify my assurance that any Workforce Innovation and Opportunity Act (WIOA) funded activity carried out by my organization will submit all WIOA Outreach and Recruitment and Media releases to the appropriate West Kentucky Workforce Board staff and/or the state media relations for prior approval, as applicable, before they are released.

ATTACHMENT H – FIDELITY BOND

A fidelity bond is an insurance agreement which pledges a guarantee for financial loss caused to another by the act or default of the second or third party, or by some circumstance over which the second or third party has no control. A bond protects an entity against loss of money or property through forgery, embezzlement, counterfeit currency or theft. The insurance coverage may be limited to certain individuals in an entity or may be blanket. Check with your insurance company, if you have questions or need to obtain a copy of this document.

Please attach a copy of your Fidelity Bond

ATTACHMENT I – CERTIFICATION REGARDING LOBBYING

Certification on Lobbying: Certify that for the preceding contract period, if any, and for this current Contract period:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than federally appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed under section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for such failure.

ASSURANCE REGARDING LOBBYING

I certify my assurance that my agency does not lobby the local, state or federal government in any way.

ATTACHMENT J - GRIEVANCE PROCEDURES

WEST KENTUCKY WORKFORCE BOARD LOCAL WORKFORCE AREA

Grievance Procedures for WIOA Applicants/Participants/Providers Certified for WIOA Operated Programs

The Workforce Innovation and Opportunity Act (WIOA) Grievance Procedures shall apply to alleged **violations of the Act, the regulations and the contract under which the individual or provider is participating.** Except for complaints alleging fraud, criminal activity or Equal Employment Opportunity (EEO) discrimination which should be filed within one hundred eighty (180) days, participants/providers have within one year of the alleged occurrence to file a grievance. Rules and policies governing selection, participation, attendance (non-WIOA) trainees or employees, should apply to any WIOA training or employment position subsidized with WIOA funds. Participant/provider recourse shall be the same as that available to other employees/trainees with the same employer or agency.

Grievance Procedure:

You shall first request a hearing with the employer/training agency to attempt to resolve your complaint.

After your hearing with the employer/training agency, you will receive a written decision within ten (10) days.

If you do not agree with the decision issued, and you wish to appeal, you must file a written request for a formal hearing within ten (10) calendar days of receipt of the decision. If the agency/employer does not issue a written decision within the timeframe, you may appeal to the next level but must do so within ten (10) calendar days from the date a decision should have been issued.

To request an appeal, you must complete a "Request for Appeal" form and send to:

Sheila Clark, Director
West Kentucky Workforce Board
300 Hammond Drive
Hopkinsville, Kentucky 42240

Forms may also be obtained from the WKWB staff.

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

ASSURANCE REGARDING GRIEVANCE PROCEDURES

I have been instructed as to my rights and responsibilities under the WIOA Program and do hereby acknowledge my understanding of the above. My signature also affirms that I have received my copy of the Discrimination Complaint Procedure.

ATTACHMENT K – ASSURANCES

1. Unless otherwise established by the First Party, the applicant agrees to establish and/or maintain a financial management system which shall provide for accurate, current, and complete disclosure of the financial results of the functions/services performed in accordance with reporting requirements set forth in the Uniform Guidance. The applicant further agrees to maintain fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds received.
2. The applicant assures that funds will be spent in accordance with the Workforce Innovation and Opportunity Act legislation, regulations, written Department of Labor guidance and all other applicable federal and state laws.
3. The applicant shall comply with the state and federal laws governing access to and use of information and data provided by the First Party or collected by the applicant and will use such information or data only for those purposes expressly delineated, defined, and authorized.

The applicant shall instruct its employees to use the same degree of care as it uses with its own data to keep confidential information concerning client data, the business of the First Party, its financial affairs, its relations with its citizens and its employees, as well as any other information that may be specifically classified as confidential by the First Party in writing to the applicant. The applicant agrees to ensure that all confidential information and data shall remain confidential. The applicant shall have an appropriate agreement with its employees to that effect.

4. The applicant assures that it will collect and maintain data necessary to show compliance with federal non-discrimination provisions.
5. The applicant assures that it will operate within the scope of the established contract according to the results of this proposal, any negotiated terms, and the final scope of work designed for this program.

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

PROPOSAL EVALUATION CRITERIA

Proposals will be scored according to the evaluation criteria set forth below. Additional information may be considered by reviewers when scoring proposals such as interviews and questions and answers subsequent to the written proposal.

WIOA Youth Services Proposal Evaluation Matrix

Category	Sub-Criteria	Evaluation Considerations	Max Points
1. Organization Structure/Capacity and Background	Organizational Experience	Demonstrated experience providing education, workforce, or training services to eligible youth. Track record of program success and stability.	10
	WIOA Experience	Experience administering WIOA or similar federally funded workforce programs. Evidence of compliance, performance outcomes, and reporting capability.	5
	Staff Qualifications	Relevant experience and credentials of staff working with youth, especially those with barriers to employment (justice-involved youth, youth with disabilities, foster youth, etc.).	10
	Category Total		25
2. Service Strategy	Recruitment and Outreach Plan	Clarity and feasibility of recruitment strategies, community partnerships, and outreach timeline to reach eligible youth.	10
	WIOA Program Elements	Clear and comprehensive description of how the organization will provide the 14 WIOA Youth program elements .	15

Category	Sub-Criteria	Evaluation Considerations	Max Points
	Service Delivery Methods	Strength and innovation of methods to engage youth and support retention and success (case management, mentoring, training models, supportive services).	10
	Participant Targets and Outcomes	Number of youth served and projected outcomes such as employment, credential attainment, measurable skills gains, etc.	10
	Category Total		45
3. Budget	Budget Justification	Clear reasoning for proposed expenditures and their direct connection to program activities and participant success.	10
	Cost Effectiveness	Evidence that resources are used efficiently and represent the most cost-effective approach to achieve outcomes.	10
	Category Total		20
4. Service Area Impact	Community and Regional Impact	Anticipated impact on youth, employers, community partners, and the local workforce system. Strength of regional collaboration.	10
	Category Total		10
TOTAL POSSIBLE SCORE			100

**West Kentucky Workforce Board
2026-2030 Request for Proposals
Comprehensive WIOA Youth Services**

SUPPORTING INFORMATION

Please refer to the websites listed below and in this document for further information on terms used in this RFP, the Workforce Innovation and Opportunity Act, the Department of Labor, and Youth Programs.

DOL Programs and Links

<https://www.dol.gov/agencies/eta/wioa>

WIOA Youth Programs and Services

<https://www.dol.gov/agencies/eta/youth>

WIOA Youth Program Formula

<https://www.dol.gov/agencies/eta/youth/wioa-formula>

Career Outlook

<http://www.bls.gov/careeroutlook/>