
**Alaska Department of
Labor and Workforce Development
Division of Business Partnerships**

**Notice of Request for Grant Applications
Workforce Innovation and Opportunity Act (WIOA)
Youth Program
State Fiscal Year 2016**

This Request for Grant Applications is Dependent upon Availability of Funds and
Authorization by the Alaska State Legislature

Date of Issue: February 17, 2015

**Project Timeline
July 1, 2015 to June 30, 2017***

***Note:** This solicitation is potentially for a two year project period based on grantee performance. Grantees funded for State Fiscal Year 2016 may be approved for funding at the same or similar level for State Fiscal Year 2017 and will be determined by performance indicators and funding availability subject to legislative appropriation.

This solicitation is for funding for State Fiscal Year 2016 only.

Eligible Applicants: Non-profit or for-profit organizations, school districts, educators, industry trainers, employers, community services agencies, Alaska Native Organizations, and other organizations with the capacity to provide the services identified in this Request for Grant Applications. Applicants must have the capacity, or must identify the contractor, subcontractor, partners or other entities that have the capacity to accept and administer federal funding and provide or facilitate the training or services described in this solicitation.

Grant Applications Must be Submitted through EGrAMS By 5:00 p.m., April 17, 2015

EGrAMS is an **E**lectronic **G**rants **A**dministration and **M**anagement System

Access **EGrAMS** on the Alaska Department of Labor and Workforce Development website:
labor.alaska.gov/bp/egramshome.htm

Questions about the content of this Request for Grant Applications should be directed to:
WIOA-Youth Program Coordinator - Shane Bannarbie, (907) 269-4551, or shane.bannarbie@alaska.gov

Alaska Department of Labor and Workforce Development
Division of Business Partnerships
1016 W. 6th Avenue, Suite 205
Anchorage, AK 99501

Questions about EGrAMS should be directed to:
EGrAMS Help Desk
907-465-4893
dol.dbp.egramshelpdesk@alaska.gov

Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division of Business Partnerships at (907) 269-3576 no later than ten working days prior to the application deadline. The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer /Program. All grant recipients or sub-contractors must comply with the Americans with Disabilities Act.

INTRODUCTION

The Alaska Department of Labor and Workforce Development (Department), Division of Business Partnerships (Division), is requesting grant applications for the Workforce Innovation and Opportunity Act (WIOA) Youth program.

This Request for Grant Applications (RGA) seeks applications from agencies to achieve the goals of WIOA and cultivate Alaska's workforce development system for youth. Applicants selected will represent an alliance of statewide service providers and requires collaboration, leveraging and aligning resources to cultivate and expand relationships among industry, employers, school districts, academic, vocational training, economic development entities, and the state's workforce investment system. The goal is to create sustainable workforce development programs for Alaska's neediest youth and young adults that lead to credential attainment, post-secondary education and/or apprenticeship opportunities and employment in Alaska's high growth industries.

This RGA is aligned with the governor's priorities for economic development and education; the Department's and Division's mission of working with business and industry to build a trained and prepared workforce, supports Alaska hire, and promotes economic development through sustainable, leveraged investments in job creation, job training, and career awareness and preparedness; and the Alaska Workforce Investment Board's Youth Council vision for sustained services to youth most in need.

BACKGROUND

The Workforce Innovation and Opportunity Act, signed into law on July 22, 2014 takes effect July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. Under [Title 1 Subpart B, Chapter 2, section 129 –Youth Workforce Investment Activities](#), funds are provided through the U.S. Department of Labor, Employment and Training Administration. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA requires the state to strategically align workforce development programs, promotes accountability and transparency, fosters regional collaboration, and improves the job center system and services to Employers. Furthermore the Act encourages work-based training and apprenticeship, provides access to high quality training programs, improves services to individuals with disabilities and makes specific investments in serving disconnected youth and other vulnerable populations.

WIOA emphasizes services to disconnected youth by requiring states to use a minimum of 75 percent of allotted funds for out-of-school youth activities, compared to 30 percent under the Workforce Investment Act. For disconnected youth, the effects of limited education, social exclusion, employment gaps and lack

of work experience tend to snowball across the course of their lives, affecting earnings and self-sufficiency. The long-term consequences lead to a labor force with too few skilled workers to fill openings in many industries and occupations. WIOA links services to the attainment of secondary school diplomas, promotes entry into postsecondary education, adds a career readiness focus and dictates that the attainment of post-secondary credentials aligned with in-demand industry sectors or occupations. Furthermore, WIOA places a new priority on work-based learning by providing that at least 20 percent of youth funds be used for work experiences such as summer jobs, pre-apprenticeship training, on-the-job training and internships that have academic and occupational education as a component.

WIOA requires youth projects to provide activities leading to the attainment of secondary school, diploma or its recognized equivalent, or a recognized postsecondary credential, prepare youth for postsecondary education and training opportunities, create strong linkages with academic instruction, promote occupational education that leads to the attainment of recognized postsecondary credentials, prepare youth for unsubsidized employment opportunities and maintain effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

SCOPE OF WORK

This RGA seeks to fund projects that provide a systematic approach to engage and ensure Alaska's disconnected and disadvantaged (neediest) youth receive the support and guidance they need to obtain the education, training, experience, skills, credentials, and certifications needed to be competitively employable and successful in today's job market.

Successful projects will provide all the mandatory youth program functions including counseling and guidance, career awareness, financial literacy, career preparation for high demand and high growth occupations, work experience opportunities, basic academic skills, pre-apprenticeship opportunities, occupational and post-secondary training, the facilitation of attainment of industry recognized credentials, mentoring, foster, support and provide access to youth development activities and supportive services which all promote successful outcomes for both in- and out-of-school youth.

The expectation is that projects are easily accessible to youth and grantees have qualified staff and a demonstrated record of success in providing youth services as evidenced by project location, staff credentials and, empirical demonstration of performance in one or more similar youth employment programs. Projects must have developed and documented relationships, such as a memorandum of agreement, with peer organizations and a clear understanding of how and which organization will provide services. Projects focusing at least 75 percent of grant funds on serving out-of-school youth will be considered highly favorable in order to align with the federal Employment and Training Administrations initiative to increase service delivery for out- of- school youth. Out-of-school youth age 18 – 24 can be co-enrolled with the WIOA Adult program available through the Alaska job centers in order to leverage

resources, services and partnerships. Projects that demonstrate clear alignment with WIOA adult programs and Alaska's job centers are considered most desirable in terms of designing a system of workforce development.

YOUTH PARTICIPANT ELIGIBILITY

Eligible **in-school** youth participants are attending school, are between the age of 14-21, are low income based on current Lower Living Standard Income Level ([LLSIL poverty guidelines](#)), and facing one or more of the following barriers:

- (1) **deficient in basic literacy skills** - means an individual that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test;
- (2) **an English language learner** - is a person who is learning the English language in addition to his or her native language;
- (3) **homeless, a runaway, or in foster care** - homeless means an individual who lacks a fixed, regular, and adequate nighttime residence; or who has a primary nighttime residence that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
 - c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A runaway youth is an individual under 18 years of age who absents him or herself from home or place of legal residence without the permission of parents or legal guardian. A youth in foster care is an individual where there is a court order in existence removing the youth from the custody of the parent(s) and specifying a managing conservator exists and state or local government payments are made to the conservator;

- (4) **pregnant, or parenting** - an individual who is the parent of a child or soon to be a parent;
- (5) **an individual who is subject to the juvenile or adult justice system** - an individual who is or has been subject to any stage of the criminal justice process resulting from a record of arrest or conviction.
- (6) **an individual with a disability** - means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, has a record of such an impairment; or is regarded as having such an impairment as defined in the Americans with Disabilities Act of 1990;
- (7) **an individual who requires additional assistance to complete an educational program or to secure and hold employment** - means any youth who:
 - a. Lacks the employability skills to become or retain employment; or
 - b. Lacks access to training opportunities due to geographic challenges; or

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- c. Requires special accommodations for education or employment due to their disability, or
 - d. Has cultural dissonance; or
 - e. Is defined as a migrant youth; or
 - f. Is currently attending an educational program; and
 - (1) Has previously dropped out of an educational program; or
 - (2) Has poor attendance patterns in an educational program during the last 12 calendar months; and
 - (3) Has below average grades, including students who are behind in credits for graduation requirements;
 - g. Is not attending an educational program; and
 - (1) Has no vocational/employment goal; and
 - (2) Has a poor work history (including no work history), or has been fired from a job in the last six calendar months;
 - h. Has completed full high school attendance; and
 - (1) Failed comprehensive high school graduation tests; and
 - (2) Was denied an Alaska high school diploma; and
 - (3) Requests and requires intensive tutoring and/or remedial education to prepare for and retake the comprehensive examinations or the General Education Development (GED) Diploma examination.

Eligible **out-of-school** youth participants must not be attending school, be between the age of 16-24 and facing one or more of the following barriers:

- (1) **a school dropout** – means an individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent;
- (2) **a youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;**
- (3) **a recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner** – basic skills deficient means an individual that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test and an English language learner is a person who is learning the English language in addition to his or her native language;
- (4) **an individual who is subject to the juvenile or adult justice system** - an individual who is or has been subject to any stage of the criminal justice process resulting from a record of arrest or conviction.;
- (5) **homeless, a runaway, or in foster care** - homeless means an individual who lacks a fixed, regular, and adequate nighttime residence; or who has a primary nighttime residence that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

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- c. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A runaway youth is an individual under 18 years of age who absents him or herself from home or place of legal residence without the permission of parents or legal guardian. A youth in foster care is an individual where there is a court order in existence removing the youth from the custody of the parent(s) and specifying a managing conservator exists and state or local government payments are made to the conservator;

(6) **pregnant, or parenting** - an individual who is the parent of a child or soon to be a parent;

(7) **an individual with a disability** –means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, has a record of such an impairment; or is regarded as having such an impairment as defined in the Americans with Disabilities Act of 1990;

(8) **an individual who requires additional assistance to complete an educational program or to secure and hold employment** - means any youth who:

- a. Lacks the employability skills to become or retain employment; or
- b. Lacks access to training opportunities due to geographic challenges; or
- c. Requires special accommodations for education or employment due to their disability, or
- d. Has cultural dissonance; or
- e. Is defined as a migrant youth; or
- f. Is currently attending an educational program; and
 - (1) Has previously dropped out of an educational program; or
 - (2) Has poor attendance patterns in an educational program during the last 12 calendar months; and
 - (3) Has below average grades, including students who are behind in credits for graduation requirements;
- g. Is not attending an educational program; and
 - (1) Has no vocational/employment goal; and
 - (2) Has a poor work history (including no work history), or has been fired from a job in the last six calendar months;
- h. Has completed full high school attendance; and
 - (1) Failed comprehensive high school graduation tests; and
 - (2) Was denied an Alaska high school diploma; and
 - (3) Requests and requires intensive tutoring and/or remedial education to prepare for and retake the comprehensive examinations or the General Education Development (GED) Diploma examination.

WIOA provides for consistency with state compulsory school attendance laws defined in [Alaska Statute 14.30.010](#) and requires that priority for out-of-school youth is given to individuals who are required to attend school under applicable state compulsory school attendance laws, with the goal that the youth returns and attends school regularly.

All males participating in the WIOA-Youth program, including foreign nationals, born after December 31, 1959 over the age of 18, must have documentation of registration with the Selective Service system prior to enrollment and grantees must ensure copies of Selective Service documentation is maintained in the participant's file.

Priority Populations

Priority populations are established to include those youth who have been defined as “neediest” according to the [Federal Shared Youth Vision](#). Applicants must demonstrate the ability to recruit and adequately serve the priority populations. Definitions of priority population can be found in the [Youth Participant Eligibility Section](#) of this RGA, unless otherwise noted. Neediest youth include:

- Children of incarcerated parents, where one or both parents are incarcerated;
- Youth involved, or at risk of involvement, with the criminal justice system;
- Homeless and runaway youth;
- Alaska Native or American Indian;
- Migrant youth;
- Out-of-school youth;
- Youth most at risk of dropping out, [at risk situations can be found here](#);
- Youth in or aging out of foster care; and,
- Youth with disabilities.

14 BASIC ELEMENTS

There are 14 basic program elements that must be made available in a WIOA Youth project, though not simultaneously delivered to participants. Applicants must demonstrate they possess necessary resources and/or documented partnerships to deliver all of the services listed within the WIOA Youth 14 basic elements. Applicants will have the discretion to determine which specific program services will be provided to a participant based on each participant's objective assessment and individual service strategy.

The 14 basic elements are:

1. **Tutoring, study skills training and instruction** leading to high school completion, including dropout prevention strategies. Dropout prevention strategies can include, but are not limited to, placement in an alternative secondary school services setting, facilitating involvement of families and community, taking an individualized approach based on youth's individual needs.
2. **Alternative high school services** which offer specialized, structured curriculum inside or outside of the public school system which may provide work, study and/or academic intervention for students with behavior problems, physical/mental disabilities, who are at risk of dropping out, and/or who are institutionalized or adjudicated youth.

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3. **Summer youth employment** that takes place between May 15th and September 30th and consists of employment for which youth are paid a wage. Summer employment should be coordinated and linked with academic and occupational learning that leads to the career or employment goal as stated in the individual service strategy.
 4. **Paid and unpaid work experiences**, including internships and job shadowing are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills. The primary purpose of work experiences is to expose youth to the requirements of work and to employers expectations. An employer may benefit from the work done by a youth, but the primary benefit must be to the youth.
 5. **Occupational skills training** constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. These include programs that lead to the attainment of a certificate or credential, participation in Job Corps, apprenticeship programs, and training programs that provide skills necessary to enter or advance in a specific occupation.
 6. **Leadership development opportunities**, which include community service and peer-centered activities that encourage responsibility, employability, and other positive social behaviors. Examples include community volunteering, peer mentoring or tutoring, character education, citizenship education, including how and why to vote, serving on a youth council, community or advocacy organization board, leadership training consisting of how to work in a team, how to run meetings, diversity training, and life skills training such as parent education, financial education, goal setting and conflict resolution.
 7. **Adult mentoring** for a duration of at least 12 months; this service may occur during program participation or during the Follow- up period. Adult mentoring is a one-to-one supportive relationship between an adult and a youth that is based on trust. High-quality adult mentoring programs include an adult role model who builds a working relationship with a youth and who fosters the development of positive life skills in youth.
 8. **Supportive services** to enable an individual to participate in WIOA youth program activities. These may include, but are not limited to, housing, meals, medical care, day care, transportation, school related supplies, training related supplies, etc.
 9. **Follow-up services** include activities after completion of participation to monitor youths' success during their transition to employment and further education and to provide assistance as needed for a successful transition. Follow-up services must be provided for not less than 12 months after the completion of participation.
 10. **Comprehensive guidance and counseling** to help youth make and implement informed educational, occupational, and life choices. It includes imparting skills through counselor-directed learning opportunities that help youth achieve success through academic, career, personal, and social development.
 11. **Financial literacy education** to help youth gain the skills needed to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership,

wealth building, or other savings goals. An example of financial literacy education is the FDIC approved Money Smart curriculum.

12. **Entrepreneurial skills training** including the use of curriculum based training modules that teach youth the value of being skilled and applying those skills to meet a consumer need or demand; to think creatively and critically; to problem solve; how to recognize opportunities, and other skills related to entrepreneurialism.
13. **Services that provide career awareness, career counseling, and career exploration** by using labor market and employment information about in-demand industry sectors or occupations available in the local area.
14. **Activities that help youth prepare for and transition to post-secondary education and training** includes the delivery of activities listed within the 14 WIOA program elements and other activities that provide exposure to post-secondary education options; assisting youth with placement into post-secondary education; and placement into training opportunities such as apprenticeships and occupational training.

Applicants will need to clearly define how each element will be provided and by whom, and how success is achieved in their project proposal. See **example**. If other partner agencies will be tasked with providing some of the elements, applicants will need to provide documentation of the agreements/coordination with the other agency.

Example: *Basic Element 13. Services that provide career awareness, career counseling, and career exploration*

Alaska's youth are fully informed about Alaska's high-demand and emerging labor markets. This knowledge is characterized by the:

1. Ability to identify the state's top three high demand industries according to number of workers, wages, and, projected demand;
2. Ability to describe examples of work maturity skills;
3. Ability to demonstrate basic applied academic skills by earning a bronze level Career Readiness Certificate and;
4. Ability to use AKCIS to research career, industry and occupational information.

Grantee will provide instruction on the use of labor market information, employability skills using standardized curriculum such as "Skills to Pay the Bills" or "Career Ready 101".

Partner Collaboration

Successful applicants will collaborate and partner with local workforce training entities, schools, entrepreneurial resources, apprenticeship programs, community-based organizations, and other entities and have documented agreements of such collaboration such as a memorandum of agreement. Examples of these agencies and programs that share the same vision of youth development for Alaska are: the Alaska Department of Labor and Workforce Development's Division of Vocational Rehabilitation, Alaska [job centers](#), the Alaska Department of Health and Social Services' Division of Juvenile Justice, the Alaska

Workforce Investment Board's Career and Technical Education program, the Alaska Department of Education and Early Development's Alaska Commission on Postsecondary Education program, AVTEC-Alaska's Institute of Technology, Compass Alaska, the State Training and Employment Program (STEP), the WIOA Adult program (youth ages 18-24), Alaska's registered apprenticeship programs, Alaska Job Corps, Small Business Development Centers, and other providers of disability and youth services throughout the state.

PROGRAM DESIGN FRAMEWORK

The WIOA-Youth program design framework consists of the following and incorporates the WIOA Youth 14 Program Elements into various states of the framework:

1. Outreach and recruitment;
2. Intake;
3. Objective assessment;
4. Referrals to other resources;
5. Individual Service Strategy (ISS) development;
6. Exit and follow-up services.

Project proposals shall clearly outline how each of the following program functions will be delivered.

Outreach and Recruitment

Outreach and recruitment activities are aimed to increase awareness of the WIOA youth program services to youth in need and may be delivered via multiple means. Successful applicants will have a strategy for actively recruiting youth for the project through established partnerships, area schools, places frequented by youth, and other social service agencies serving youth and their families.

Intake

Intake involves services, such as registration, eligibility determination, and collection of information to support verification of eligibility of services. It may also include pre-screening of potential participants, general orientation to self-help services and referrals to other partners and resources. The expectation is a WIOA Youth program application will be given to each youth expressing interest in participating in the program and a determination of eligibility made within five business days of a youth requesting services. Completion of this application, determination of eligibility for WIOA-Youth services by the grantee, and delivery of a service will constitute enrollment in the WIOA-Youth program and must be entered into the Division's Individual Case Management system within 30 days. Intake must include the collection of documents that establish eligibility, such as age and youth qualifying as "neediest," - out-of-school youth, youth with a disability, homeless youth, youth offender, youth with a parent offender, foster youth, foster youth alumni, or migrant youth. The grantee shall provide a copy of the WIOA Grievance Procedure and

the Equal Opportunity is the Law form to all applicants for this program and a signature verifying this will be kept in the participant file. The grantee shall post a copy of the Grievance Procedure and the Equal Opportunity is the Law notice in a visible place at the training site. The signed Equal Opportunity is the Law form will be maintained in the participant's file.

Objective Assessment

Assessment is a process that identifies service needs, academic levels, goals, interests, skill levels, abilities, aptitudes, and supportive service needs. It also measures barriers and strengths and includes a review of basic and occupational skills, prior work experience, interests, and aptitudes, employability potential and developmental needs. The grantee shall perform a comprehensive assessment of the skill levels and service needs of each participant using standardized tests, recent school records, and other approved assessment tools. A new assessment of a participant is not required if the provider determines it is appropriate to use a recent assessment or Individual Service Strategy (ISS), that was conducted by another education, rehabilitation, or training program partner agency. Successful applicants will have credentialed staff, systems and tools in place to provide a compressive objective assessment.

Referral

If the objective assessment indicates that a youth participant requires services other than those available through a WIOA-Youth grant, or part of the service delivery strategy incorporates services with multiple partners, then the youth must be referred to an appropriate agency that can provide the needed services. If a youth needs and likely qualifies for services available through another social service agency or an additional employment and training program, then that youth is to be referred for those services. This encourages co-enrollment and leveraging of similar resources and benefits. Youth age 18 or older should be co-enrolled with the WIOA Adult program available through the Alaska Job Centers. A grantee must document the assessment and all referrals in the Division's Individual Case Management System or the participant case file.

Individual Service Strategy (ISS) Development

The Individual Service Strategy (ISS) is the plan that identifies the employment goals, educational objectives, and prescribes appropriate services for the participant. The ISS utilizes service options provided within the 14 program elements required under WIOA-Youth. A written ISS will be developed for each youth based on the results of their assessment, including both short- and long-term goals. Such goals may include, and are not limited to, obtaining a high school diploma, entering into nontraditional employment, entrepreneurial activities, post-secondary training, pre-apprenticeship training, and other services for the participant as appropriate to their individual need. Each assessed need will be identified through the Objective Assessment and shall be listed in the ISS with a plan for addressing that need. An ISS must be completed and signed by each participant and the case manager. For the participants under the age of 18, both the participant and the parent, and case manager signatures are required.

Exit and Follow-up

Program participants will “exit” when they have achieved their planned goals and have completed their services described in the ISS. In addition, any youth who has not received services for 90 days and is not scheduled for future services, except follow-up services, must exit the program. The exit date is based on the last service end date. Follow-up services are provided for a minimum of 12 months following the exit date. Follow-up services include, but are not limited to, regular (monthly, quarterly, e-mail, in-person, etc) contact with the youth, the youth’s employer, assistance with work or training related problems that arise, peer support groups, adult mentoring, counseling, assistance in securing better paying jobs, career development, additional training and/or supportive services.

PERFORMANCE INDICATORS

The WIOA Youth program has specific performance indicators and outcomes that youth grantee projects will be required to achieve. Acceptable performance is based on a negotiated or set percentage rate of attainment of each measure. Attainment equates to the percentage of program participants that meet the performance indicator definition.

Employment or Education

- The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

Employment or Education after exit

- The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
- The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program.

Earnings

- The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

Diploma or Credential

- The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent program are included in the performance indicator only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.

FUNDING

Proposed program budgets must reflect seventy-five percent of the total funds awarded allocated for out-of-school youth activities; twenty-five percent allocated for in-school youth activities.

Proposed program budgets must reflect a mandatory minimum of 20 percent of total funds awarded, budgeted for work experience activities such as summer jobs, pre-apprenticeship, on-the-job training, and internships to ensure youth are prepared for employment.

To ensure eligible youth receive substantial training and service delivery; the state recommends a minimum of 40 percent of awarded program funds be budgeted for direct services to youth participants such as work experience, high school completion, training, and support services.

APPLICATION TIMELINES

Date of Issue: February 17, 2015

Submission deadline: April 17, 2015 by 5:00 p.m.

Pre-Application Question and Answer Teleconference

The Division will host multiple pre-application teleconferences scheduled for February 25, 2015 at 10:00 a.m., March 11, 2015 at 10:00 am, March 25, 2015 at 10:00 am and April 8, 2015 at 10:00 am to answer questions related to this RGA and the EGrAMS process. Participation in this teleconference is not a requirement for submitting an application.

Teleconference Dial in Conference Number: 1-888-354-0094 Pass Code: 7345413#

Application

Applications will be accepted through EGrAMS, the Division's **E**lectronic **G**rants **A**dministration and **M**anagement **S**ystem. EGrAMS is a web-based system accessed through the internet. A tutorial on how to submit an application through EGrAMS can be accessed at the Alaska Department of Labor and Workforce Development, Division of Business Partnerships' website: labor.alaska.gov/bp/egramshome.htm

Applicants are strongly encouraged to complete the full tutorial before attempting to use EGrAMS, if they have not used EGrAMS previously.

An activated EGrAMS user must enter a request to be a Project Director to be able to submit a grant application. Although the applicant may have previously been approved as a Project Director, a new Project Director request must be submitted for this Fiscal Year 2016 grant application. The EGrAMS tutorial explains how to submit such an application. The EGrAMS home page also has FAQs about using EGrAMS.

Budget Narrative and Budget Summary

The budget section of the application includes two parts: a Budget Narrative and the Budget Summary. The Budget Narrative should be used to explain and justify the costs included in the Budget Summary. All costs identified should be described in EGrAMS in the budget section as percentages within each budget line item listed in each budget category. Costs must be reasonable, practical, and determined based on provision of services that best support participant needs. At least 40 percent of each grant award must be used for direct services to youth participants such as work experience, tuition, support services, etc. At least 20 percent of the total award must be allocated for work experience and may be counted toward the 40 percent designated for direct services.

Maintaining Participant Information

In preparing an application, applicants should consider any costs associated with maintaining and providing participant-related information. The grant agreement will specify the types of information required and its format and frequency for submission. Grantees will be required to maintain all personal information obtained from participants as confidential for the life of the grant and for as long as grant-related records are maintained, a period of at least three years following the end of the grant.

Grant Recipient Contribution

While direct matching funds are not required, leveraging other community, state, or federal resources with the WIOA Youth program is highly desired and will rank higher in this category. WIOA Youth grant recipient contributions may take many forms, such as the organizations resources or unsubsidized wages paid by an employer to the participant. The Division contends that leveraged resources foster innovation and encourage development of long-term resources.

Funding Limits

Awards are subject to availability of funds and authorization by the Alaska legislature. Funding requests, including administrative costs, must be reasonable and practical, and will be assessed and evaluated by the review committee according to the percentage allocated for administration, the overall cost per participant and, the ratio of staff costs to benefits derived by the participant.

SELECTION AND AWARD PROCESS

All eligible and responsive applications will be forwarded to an independent review team consisting members of the Alaska Workforce Investment Board's Youth Council. The Division facilitates the process and offers guidance to the review team. One goal of the Youth Council is to ensure that the majority of requested funding is directed for participant training activities to include work experience and supportive services. The Youth Council recommendations are forwarded to the Commissioner of the Alaska Department of Labor and Workforce Development.

Applications will be evaluated on their relative merit according to the information provided in the application and the evaluation criteria specified in this RGA and past grantee performance outcomes. The Division may request additional information from applicants if it is needed to make funding recommendations.

The application review team will review and assess each application based on the following criteria:

- Project description to include demonstrated plan or ability to recruit and serve eligible WIOA Youth and the priority populations;
- Ability to provide the mandatory program requirements including outreach and recruitment, intake, assessment, referral, individual service strategy development, case management and follow up services.
- Ability to provide provisions to meet the WIOA Youth 14 basic elements (refer to page 7) ;
- Ability to develop sustainable partnerships and referral systems;
- Organizational qualifications;
- Past performance if a former WIA grantee;
- Budget; and,
- Program sustainability.

Upon commissioner approval, applicants are emailed a Notice of Intent to Award letter or Notice of Denial letter. Upon notice of award, the Division will initiate grant scope and budget negotiations. The state reserves the right to revoke a Notice of Intent to Award if it is subsequently found to be in error, made on the basis of inaccurate information, or not in the best interest of the state.

Notice of Award Denial

Any applicant notified with a Notice of Award Denial has ten working days from date of the denial notice to request reconsideration. Requests for reconsideration must be made in writing and sent to the Director of the Division of Business Partnerships, Alaska Department of Labor and Workforce Development, 1016 West 6th Avenue, Suite 205, Anchorage, AK 99501.

The request for reconsideration must demonstrate one or more of the following:

1. There has been a substantial change in the circumstances that led to the denial;
2. The request provides relevant information to the Department that was not available when the denial was made; or,
3. The request shows the Department's decision contains a technical, legal, or administrative error or misinterpretation of data, the correction of which might reverse the decision.

A decision on the request for reconsideration will be made within ten working days from receipt of the request. If the commissioner does not make a decision on the request within the ten working days, the request will be considered denied.

Ownership of Grant Applications

Confidentiality and release of information during opening of applications, application evaluation, and grant negotiation are the responsibility of the issuing office. Application information shall not be treated as public information any time prior to the notices of award or denial, and is subject to public disclosure after the notices are issued. Upon receipt, all applications and their contents become property of the Division.

Grant Negotiations

The Division will negotiate grant award amount, performance and reporting levels, and any conditions to a grant award that it determines are prudent and in the best interest of the state.

Grant Agreements

All projects funded under this RGA must begin upon signature by the Department and no work on the project may begin prior except in instances where a Reimbursable Service Agreement is used and it is in the best interest of the participants or program to begin prior to signing, but after the notice of intent to award.

Grant agreements are generally written on a cost reimbursable basis. The frequency of reimbursement for program services can vary and is described in the terms of each negotiated grant agreement. The grant agreement and any subsequent amendments become legal and binding upon the authorized signature of both parties.

Prior Costs

Costs incurred by the applicant prior to the period of performance of the grant agreement are the sole responsibility of the applicant, including the cost for the preparation and submission of a grant application.

Grant Award

Grant agreements must be signed within 45 days of receipt from the Department or the Department may rescind the award in order to redirect the funds to a responsive grantee.

REPORTING

Progress Reporting

Grant recipients must complete and submit monthly progress reports in EGrAMS. Reports must be submitted to the Division by the 15th day following the end of each month to reflect the activity for the prior month. Progress reports must include narrative updates on the progress of the project and statistical data related to the grant recipient meeting the goals and objectives of the project scope.

Financial Reporting

It is expected that grant funds are fully expended by the end of each fiscal year. To ensure that budgets are on target, grant recipients are periodically required to demonstrate how their budget will be fully expended at the end of the period of performance. Grant recipients that are not meeting their planned expenditures may have their grant awards reduced and the funds may be provided to other organizations.

The Division will provide electronic forms to request reimbursement of expenditures outlined in the grant agreement. Expenditures incurred prior to the start date of the period of performance of the grant agreement signed by the Department will not be reimbursed. Requests for reimbursement must be submitted to the Division by the 15th day following the end of each calendar month to reflect the activity for the prior month. All reimbursement requests must be supported with clear and concise financial reports and expense documentation. The Division shall pay the grantee on a cost reimbursable basis only for costs actually paid during the report period, as outlined in the grant agreement. Technical assistance is available to grantees.

Participant Data Collection

Each grant recipient shall gather and record information pertaining to participant demographics and other information using tools designated by the Division. All data must be collected and entered into the Division's database within 30 days of completion of each service being provided. Grant recipients may require participants to provide information requested by the Division that includes name, address, and other statistical data. The Division will provide data collection and data entry training to grant recipients.

The Division's Individual Case Management (ICM) system is used to collect participant data and document services. Participant data are critical to determining the success of the WIOA-Youth program. Successful applicants must be able to access ICM from the internet and ensure accurate and timely data collection and data entry.

Monitoring

All grant recipients are subject to monitoring. This will include, but is not limited to review of participant files and records to ensure adherence to the project scope, objectives, goals, training schedules, and financial compliance. Monitoring may be conducted on-site, through written requests for information, or be distance-delivered at the discretion of the Division.

DUE DILIGENCE REQUIREMENTS

As part of the negotiation of a grant award, all grant recipients and any sub-contractors or sub-grantees receiving over \$25,000, which are not state agencies, are required to go through a multi-step due diligence process to demonstrate their suitability to receive grant funds. Prior to negotiation of a grant award, the

applicant must take any necessary actions to ensure they will meet the due diligence standards, to include but not limited to the following conditions.

Grant applicants must:

- Be in good standing with the State of Alaska and the Department of Labor and Workforce Development
- Be in good standing with the United States government
- Maintain adequate insurance, as described in Certificate of Insurance below
- If applicable, be an acceptable past grant performer, as determined by the Division
- Not be on the state or federal debarment lists
- Be financially capable of administering a grant using generally accepted accounting principles as evidenced through review of the applicant's audit report or financial statements

Applicants that fail to meet a due diligence condition will be notified in writing of the reason, and will be provided five working days from the date of the notice to correct the deficiency. If the applicant fails to correct the deficiency within the five working days, the grant award may be withdrawn.

Certificate of Insurance

The type of insurance coverage required is specific to the project. If an applicant is not able to provide a Certificate of Insurance meeting the minimum coverage, the applicant must provide documentation to demonstrate it will obtain the necessary insurance coverage. The Certificate of Insurance must demonstrate the following minimum coverage, **only if applicable** to the proposed project:

- **Workers' Compensation:** Grant recipients and any sub-grantee or sub-contractor must provide and maintain Workers' Compensation Insurance for all employees engaged in grant work and/or services under the project.
- **Comprehensive General Liability:** Grant recipients and any sub-grantee or sub-contractor must have comprehensive general liability insurance with coverage limits of at least \$300,000 combined limit per single occurrence. The policy shall include coverage for the premises and operations, independent contractors, and products, property damage, blanket contractual, and personal injury.
- **Comprehensive Auto Liability:** Grant recipients and any sub-grantees or sub-contractors are required to have comprehensive automobile liability insurance for their vehicles used in project activities with coverage limits of at least \$100,000 per person, \$300,000 per occurrence of bodily injury, and \$50,000 property damage.