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REQUEST FOR PROPOSAL

TANF Youth Development Program

Date Issued

March 28, 2024

Deadline

May 2, 2024

Issued by

Arbor E&T, LLC d/b/a Equus Workforce Solutions

A proud partner of the  **AmericanJobCenter** network

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

*Equal Opportunity Employer/Program
Equal Opportunity Officer 814-758-0659*

Programs at PA CareerLink® Northwest region are funded in whole or in part by federal funds. Detailed information can be found at www.nwpajobconnect.org/resources/stevens-amendment.

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INTRODUCTION

Arbor E&T LLC dba Equus Workforce Solutions (Equus) is a comprehensive provider of workforce development services. Equus is soliciting proposals from qualified organizations to provide Temporary Assistance for Needy Families (TANF) Youth ages 12-24 career exploration and work readiness activities in the Northwest Workforce Area (Erie, Crawford, Warren, Venango, Forest, and Clarion Counties) to support our work as a contractor funded by NWPA Job Connect for program year July 1, 2024, to June 30, 2025.

The mission for NWPA Job Connect is: “To connect people with jobs through collaborative workforce development efforts and strong partnerships with the economic development, business, education and government sectors in the Northwest Pennsylvania region.”

The primary goal of Pennsylvania's Temporary Assistance for Needy Families (TANF) Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support. The TANF Youth Development Program allows programming to focus on work experience opportunities and workforce exposure activities.

TANF Youth Development Program (YDP) funding is to be used for youth workforce programs that include activities that meet TANF purpose number two - end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage. The primary goal of Pennsylvania's TANF Program is to provide support to families as they make the transition from dependence on welfare to self-sufficiency and long-term self-support.

Proposals will be accepted until 4:00 p.m. EST on May 2, 2024. Proposals submitted after this date and time will not be considered.

KEY DATES

Request for Proposal issued	March 28, 2024
Questions due by 5:00 p.m. EST	April 5, 2024
RSVP for Bidder's Conference	April 8, 2024
Bidder's Conference 9:00 a.m. – 12:00 p.m. EST	April 10, 2024
Question/Answers emailed	April 12, 2023
Proposal due	May 2, 2024, by 4:00 EST
Notification of Intent to Award (contingent upon TANF funding availability)	May 20, 2024
Subcontract(s) fully executed	July 5, 2024
TANF Youth Development Services begin	July 1, 2024

FUNDING

Equus intends to issue multiple awards under this procurement. Budgets will be developed under a cost-reimbursement model based on actual and approved expenditures. Upfront funding will not be provided. Program awards will ensure that 53% of funding is supporting Erie County and 47% is supporting Crawford, Warren, Venango, Forest, and Clarion Counties. RFP awards are dependent on the availability of funding and there is no requirement to award funds if they are not received by Equus.

WHO CAN APPLY

Community-based organizations, private and public organizations, and entities providing allowable activities for TANF youth (ages 12-24).

BIDDERS CONFERENCE

All agencies interested in submitting a proposal should attend the Virtual Bidder's Conference discussion on Request for Proposal details, changes from previous years, and questions. The 2024 Program Year TANF Bidder's Conference is taking place on Wednesday, April 10, 2024, at 9:00 am – 12 Noon EST.

Please RSVP your attendance by emailing Linda Wile at (Linda.Wile@nwpacareerlink.org) with the subject line "Bidder's Conference RSVP" no later than April 8, 2024.

Interested organization can join the conference virtual meeting by using the link below:

Topic: NWPA TANF YDP 2024 Bidder's Conference
Time: April 10, 2024, 9:00 AM Eastern Time (US and Canada)
Microsoft Teams meeting
Join on your computer, mobile app or room device.
[Click here to join the meeting](#)
Meeting ID: 236 735 007 993
Passcode: CmXPRc
[Download Teams](#) | [Join on the web](#)
[Learn More](#) | [Meeting options](#)

QUESTIONS

Questions should be submitted by 5:00 pm EST on April 5, 2024, by email to Linda Wile at (Linda.Wile@nwpacareerlink.org). All questions will be shared and answered during the bidder's conference and then posted by April 12, 2024.

The bidder's conference will be recorded. The recording link and the presentation will be sent out to all those who attend and provide their email address.

PROPOSAL INSTRUCTIONS

Submission of the Proposal:

Arbor E&T LLC DBA Equus Workforce Solutions (Equus) accepts no responsibility for any expense incurred by the respondent in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the respondent.

Organizations will only submit one proposal. **All submitted proposals must include the numbered items below and follow the proposal template provided (Attachment A). Proposals will be accepted until 4:00 p.m. EST on May 2, 2024. All proposals will be submitted electronically to Linda Wile at (Linda.Wile@nwpcareerlink.org) in the specified format or by mail to PA CareerLink® c/o Linda Wile 1647 Sassafras St. Suite 300 Erie, PA 16502. If submitting by mail, include one USB flash drive with your proposal and all materials loaded onto it in addition to a completed paper copy.** Proposals submitted after 4:00 p.m. EST on May 2, 2024 will be deemed noncompliant and will not be considered.

Proposals that do not meet the required expectations will not be reviewed.

1. Agency information and Proposal (Attachment A)
2. Budget (Attachment B)
3. Conflict of Interest form (Attachment C)
4. Certification of Anti-Kickback Procedures form (Attachment D)
5. Additional required agency documents:
 - a. W-9
 - b. Certificate of Insurance - must have Arbor E&T LLC DBA, Equus Workforce Solutions 6510 Ormsby Station Road, Suite 104, Louisville KY 40223 as certificate holder.
 - c. Most recent financial Audit report

EVALUATION AND SCORING

Incomplete proposals and proposals received after the deadline will be disqualified and will not be scored.

Proposals received by the deadline with all the required information will be evaluated and scored by a small committee consisting of TANF vendor and/or Youth Committee representatives.

The highest scoring proposals will receive notification of intent to award on or before May 20, 2024. **RFP awards are dependent on the availability of funding and there is no requirement to award funds if they are not received by Equus.** See Attachment C for Scoring Sheet.

Section 2: Description of Program

- 1) Describe your experience in serving youth to include successful outcomes and challenges.
- 2) Describe your current or proposed program to serve TANF youth. Clearly define the program design, allowable activities, and the alignment with the fourteen (14) WIOA Youth elements **(limit two pages)**.
- 3) Describe your plan to collaborate or utilize partners to implement program requirements.
- 4) Describe how each activity will be managed, delivered, documented, and the proposed outcomes for enrolled youth **(limit, two pages)**.
 - a. TANF Program Name:
 - b. Program Start Date (after contract start date):
 - c. Program Outcomes to be Measured & Achieved:
 - d. Youth Activities and Elements to be Provided:
- 5) Please provide, in as much detail as available, the timeline for your proposed activities and outcomes including the anticipated dates that incentive funding will be spent. Ensure you include when planning activities will be complete and when youth will be enrolled in the program **(limit one page)**.
- 6) Please include a breakdown of the number of expected enrollments for each applicable category listed below.
 - School dropouts or identified as at risk of dropping out of school:
 - Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter:
 - Basic skills deficient:
 - An English language learner:
 - Have a disability:
 - Court-involved or at risk of involvement:
 - Children of incarcerated parents:
 - In foster care or aging out of foster care:
 - Homeless or runaway:
 - Pregnant or parenting:
 - A migrant
 - In need of additional assistance to enter or complete an educational program or to secure and hold employment
- 7) Provide a detailed plan for fund utilization (see Attachment C – Instructions for completing a budget). Each line-item for funds requested should include a description of the expense, how it was derived, and specifics as to how it supports youth activities. Additionally, include a narrative explaining your proposed budget and details of ALL funds being requested and how they will be invested. **(limit one page for the narrative)**.

- 8) Clearly outline the youth enrollment goals and proposed outcomes (performance metrics). Describe the strategies that will be deployed to meet or exceed proposed enrollment numbers (**limit one page**). TANF Program Performance Outcomes include:
- a. Enrolled for Services
 - b. Employment Opportunities
 - c. Work Experience Opportunities
 - d. Soft Skills Training and/or Financial Literacy Completion
 - e. Industry Club Completion
 - f. Occupational Skills Training Completion
 - g. Skills Gain (occupational and/or educational)
 - h. An example of documenting this is Certifications of Completion
 - i. Program Youth Impact Goals
- 9) Please confirm you acknowledge of the following Clearance requirements by including this paragraph in your proposal: I understand that, as a condition of my TANF YDP grant, all persons working with youth on behalf of *Name of Organization* must have completed Child Abuse, FBI, and PA Criminal Background clearances dated within five (5) years. All clearances should be submitted prior to signing the contract. Any change in personnel over the life of the grant must be reported to the designated TANF staff immediately and include a copy of new personnel clearances.
- 10) Please provide the contact information for three (3) professional references.
- a. Name, Job Title
 - b. Description of Work
 - c. Phone Number and Email Address

Section 3. References

Please provide the following information for three (3) professional references.

Organization:	
Contact Name:	
Contact E-mail:	
Contact Phone Number:	
Please provide a brief description of work or partnership (as applicable)	

Organization:	
Contact Name:	
Contact E-mail:	
Contact Phone Number:	
Please provide a brief description of work or partnership (as applicable)	

Organization:	
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Contact Name:	
Contact E-mail:	
Contact Phone Number:	
Please provide a brief description of work or partnership (as applicable)	

Section 4. Partner Information (Any partner organization that will be supporting your program activities such as WEX partners, career education site hosts, career guest speakers, etc.)

Complete for each partner who will be supporting program activities.

Employer Name:	
Employer Address:	
Employer Contact Name:	
Employer Contact E-mail:	
Sponsor Number (if applicable):	

Note:

All contractors must ensure equal opportunity for all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, sex, national origin, age, disability, or political affiliation or belief. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.

If a program is serving non-TANF eligible participants with its TANF-eligible participants, TANF funds cannot be used to support the non-TANF-eligible participants. In these cases, a full budget for the program/services should be submitted that identifies what will be paid for by TANF funds and what will be paid by other funds with an explanation of those funds.

A list of staff working on the project and copies of their youth clearances are required to be provided. These CANNOT be paid for with award dollars because they would be needed prior to contract start date. Clearances that are needed after contract award are eligible for reimbursement.

This proposal will follow all stated guidelines and will include all TANF services/programs to be provided by the organization. This request for proposals is open to both year-round programming, as well as summer programs.

ATTACHMENT B – INSTRUCTION FOR COMPLETING THE BUDGET

Completed budget (Budget Template):

Uniform Guidance for Federal Awards | U.S. Department of Labor (dol.gov)

1. All expenditures should fall into four categories: salaries, supplies, transportation, and other expenses. Expenditures will be listed with a brief description of the expense and the program element justification.
 - a. Receipts for all expenses are required to be submitted monthly.
 - i. Acceptable documentation of salary expenditures can be copies of paystubs or a formal report from an employee payroll system. Salary expenditures for the year must equal the salary expenditures within the budget as per contract.
 - ii. Acceptable documentation of supplies, transportation, and other expenses are dated **and itemized** receipts of payment or invoices clearly marked/identified as paid.
 - iii. Acceptable documentation for administrative and overhead costs includes verification of total costs for the subcontractor, description of how the subcontractor determined the allocation to TANF program, and then verification that the invoices were paid. For example, copies of all utility and rent bills, with an explanation of what portion of those costs will be assigned/billed to the TANF program, and why, and a bank statement/finance document showing the invoices were paid.

Bidders can propose to utilize the funding for the following activities and services:

- Provision of work experience opportunities to TANF-eligible youth
- Provision of career awareness and exploration (career pathway) activities for TANF-eligible youth, such as: career camps, career counseling services, in-class employer presentations, business tours, job mentoring, job shadowing, computer science exposure (such as information technology, coding, 3-D printing, robotics, aquaponics), etc.
- Purchase of dedicated supplies, equipment, technologies, and demonstrations to offer TANF-eligible youth 'hands-on' learning opportunities such as, STEM/STEAM, etc., to which they might not otherwise be exposed.
- Purchase of allowable types of incentives for TANF-eligible youth such as completion of GED, or Serv Safe certification.
- Purchase of allowable types of supportive services for TANF-eligible youth
- Infrastructure and shared expenditures.
- Supportive services (as allowable by policy and directly related to the work experience or work readiness activity).
- Personnel and fringe benefits of staff implementing the TANF Youth Development program.
- Incentives: The NWPA Job Connect Workforce Development Board (WDB) Youth Incentive Policy can be found at [NWPA Youth Incentive Policy](#). Incentives can only be provided to youth for one of the following achievements and in the specified amount:
 1. Basic Skills Improvement: Up to \$50
 2. Attainment of High School Equivalency Diploma or Industry Recognized Credential: \$50
 3. Post-Secondary School Incentive: \$50
 4. Employment 2nd quarter post-exit: \$50

*Incentives may only be included in a proposal if they meet the policy requirements and have a clear plan for providing the required documentation from the policy. Incentives for participation/attendance, achievements other than mentioned above, etc. are not permitted with TANF Youth Development Program funds and **will not be reimbursed.***

- Support services to enable an individual to participate in an authorized TANF Youth Development activity including but not limited to:
 - Linkages to community services;
 - Assistance with transportation;
 - Assistance with childcare and dependent care;
 - Assistance with housing;
 - Needs-related payments;
 - Assistance with educational testing;
 - Reasonable accommodations for youth with disabilities;
 - Referrals to health care; and
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.

*Note: All expenditures must be allowable based on policy and must include required supporting documentation. **All expenditures will be developed under a cost-reimbursement model based on actual and approved expenditures. Upfront funding will not be provided.** Additional information will be provided to organizations who are selected for an award during the subcontract negotiation period.*

RFP awards are dependent on the availability of funding and there is no requirement to award funds if they are not received by Equus.

ATTACHMENT C – SCORING

Criteria	Weighted Points Maximum
Company experience, references, and past performance to include, but not limited to: Previous experience (within the last 2 years) with youth services, Accuracy, timeliness of enrollment documentation and reporting, student survey results, and community awareness/involvement.	20
Description of proposed program, recruitment, and activities to include, but not limited to: Ability to recruit and enroll eligible youth, inclusion of priority of service individuals in program services, focus on WIOA element such as education, financial literacy, soft skills development, career exploration, technical training, on-the-job experiences, work experience and Internship.	20
Proposed outcomes (number served) and implementation plan to include, but not limited to: Demonstrated plan for start-up and implementation, clearly defined enrollment goals and projected outcomes.	20
Funding request, utilization, and in-kind contribution(s) to include, but not limited to: Allowable activities, cost per participant, return on investment, collaboration with WIOA and workforce system partners, and demonstrated understanding of the reimbursement model.	20
Partners, innovation, and collaboration to include, but not limited to: Existing partnerships to enhance services and outcomes for TANF youth (e.g., employers, mentors, training providers, etc.), clear plan for co-enrollment with WIOA and OVR as applicable.	20
Bonus points: Focus on serving underrepresented populations, individuals with disabilities. Strategy for increasing diversity, equity, and inclusion.	5
GRAND TOTAL	105

ATTACHMENT D – CONFLICT OF INTEREST

Conflict of Interest Defined:

A conflict of interest is defined as an actual or perceived interest by a (staff member/Board member) in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. A conflict of interest occurs when an employee/Board member has a direct or fiduciary interest in another relationship. A conflict of interest could include:

- Ownership with a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Employment of or by a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Contractual relationship with a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Creditor or debtor to a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.
- Consultative or consumer relationship with a member of the Board of Directors/Trustees or an employee where one or the other has supervisory authority over the other or with a client who receives services.

The definition of conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization or group. An example, for instance, might involve a person who is an employee and a Board member, or a person who is an employee and who hires family members as consultants.

Employee and Subcontractor Responsibilities:

It is in the interest of the organization, individual staff, and Board members to strengthen trust and confidence in each other, to expedite resolution of problems, to mitigate the effect and to minimize organizational and individual stress that can be caused by a conflict of interest.

Employees are to avoid any conflict of interest, even the appearance of a conflict of interest. This organization serves the community as a whole rather than only serving a special interest group. The appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization. Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to your supervisor immediately. Employees are to maintain independence and objectivity with clients, the community, and organization. Employees are called to maintain a sense of fairness, civility, ethics and personal integrity even though law, regulation, or custom does not require them.

Acceptance of Gifts:

Subcontractors, employees, members of employee's immediate family, and members of the Board are prohibited from accepting gifts, money, or gratuities from the following:

- a. Persons receiving benefits or services from the organization;
- b. Any person or organization performing or seeking to perform services under contract with the organization; and
- c. Persons who are otherwise in a position to benefit from the actions of any employee of the organization.

Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If

ATTACHMENT E - ANTI-KICKBACK

Pursuant to Section 6032 of the Federal Deficit Reduction Act of 2005 ("DRA"), all contractors and agents of Provider, its subsidiaries, and affiliated entities, must comply with and abide by policies for preventing fraud, waste, and abuse. This law applies to any contractor or agent who, on behalf of Provider, provides or otherwise authorizes the provision of Medicaid health care services, supplies products used in Medicaid health care service delivery, or monitors Medicaid health care services provided by Contractor, its subsidiaries, and affiliated entities. The Contractor shall ensure all Personnel furnishing Services pursuant to this Agreement review and comply with DRA policies.

Signature

Date

Printed name:

Title:

ATTACHMENT F - PROGRAM REQUIREMENTS

Youth TANF Workforce funding is aimed to provide career exploration and work readiness to TANF-eligible youth ages 12-24. Services must address at least one of the 14 WIOA Youth Program elements listed under Allowable Program Activities. [TANF Youth Development Program Manual](#)

TANF Youth Eligibility

To be considered a qualified participant for the TANF Youth Development Program (YDP), an individual must:

1. Be between the ages of 12 (or having completed the 5th grade) and 24 years at time of enrollment.
2. Have her/his identity verified through Social Security Number (SSN)
3. Be a Pennsylvania resident.
4. Be a U.S. citizen or a TANF-eligible non-citizen.
5. Have a personal monthly gross earned income that does not exceed 235% of the Federal Poverty Income Guidelines (FPIG).

NOTE: Gross income needs to be verified at the time of enrollment. Only the youth's personal monthly gross earned income will be used to establish the youth as a qualified participant, unless the youth is legally married and /or has children. In those instances, the youth and their spouse's gross earned incomes will be used and the family's household size will include the youth, spouse, and any of his/her child(ren) living with them.

Youth may self-certify if they do not have earned income, an example of the Self-Certification is attached.

PRIORITIZATION OF SERVICES AND ACTIVITIES

The Commonwealth expects LWDB's to prioritize services and activities to those eligible youth with any of the following barriers to success:

1. School dropout or identified as at risk of dropping out of school.
2. Within the age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter.
3. Basic skills deficient.
4. An English language learner.
5. Have a disability.
6. Court-involved or at risk of involvement.
7. Children of an incarcerated parent(s).
8. In foster care or aging out of foster care. Homeless or a runaway.
9. Pregnant or parenting.
10. A migrant.
11. In need of additional assistance to enter or complete an educational program or to secure and hold employment.

TANF Youth Application

Completion of the TANF Youth Eligibility Application is necessary for use in securing the TANF funds for programming. The TANF Youth Eligibility Application is to be completed for the youth who will participate in the programming. A parent signature is required for any youth under the age of 18; ages 18 and older may sign the form themselves. There is also a form for photo consent and permission for exchange of youth information from the agency providing the programming to NWPA CareerLink®.

Completed youth applications are forwarded to the TANF Administrator who will review eligibility and approve enrollment. Information forwarded to the TANF administrator must be done so through a secure portal. More direction on accessing this portal will come if contracted.

Allowable Program Activities (14 WIOA Youth Program Elements):

1. Tutoring, study skills, dropout prevention/recovery, leading to diploma/equivalent (existing after school tutoring programs).
2. Alternative secondary school services or dropout recovery as appropriate.
3. Paid and unpaid work experiences linked to academic and occupational learning (internship and job shadowing).
 - a. The Commonwealth recommends paid work experience opportunities pay a wage equal to \$12.00/hour (although \$12.00 is recommended by the state, it is not a state requirement and may not be practical for all TANF Youth subcontractors, so this should be taken into consideration for this RFP) to participating youth. Youth shall complete timesheets to verify hours worked prior to receiving wages.
 - b. Subcontractors may choose to include all wages in their budget and pay wages to youth themselves or choose to have the TANF Vendor pay the wages.
 - i. If the TANF Vendor will be paying wages, subcontractors are required to have youth complete initial paperwork (provided by the TANF vendor), submit completed/signed timesheets bi-weekly to the designated TANF Talent Development Specialist (TDS).
4. Occupational skills training, programs that lead to recognized post-secondary credentials aligned with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with and in the same context as workforce preparation activities for a specific occupation cluster. (This program element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on [occupational skills training](#) are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.)
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and positive social and civic behavior.
 - a. Leadership development opportunities are opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors, such as:
 - i. Exposure to postsecondary educational possibilities;
 - ii. Community and service-learning projects;
 - iii. Peer-centered activities, including peer mentoring and tutoring;
 - iv. Organizational and teamwork training, including team leadership training;

- v. Training in decision making, including determining priorities and problem solving;
 - vi. Citizenship training, including life skills training such as parenting and work behavior training;
 - vii. Civic engagement activities that promote the quality of life in a community; and
 - viii. Other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee.
- b. Positive social and civic behaviors are outcomes of leadership opportunities that are incorporated by Boards as part of their menu of services and that focus on areas that may include the following:
- i. Positive attitude development;
 - ii. Self-esteem building;
 - iii. Openness to work with individuals from diverse backgrounds;
 - iv. Maintaining healthy lifestyles, including being alcohol and drug free; Maintaining positive social relationships with responsible adults and peers and contributing to the well-being of one's community, including voting;
 - v. Maintaining a commitment to learning and academic success;
 - vi. Avoiding delinquency;
 - vii. Postponing parenting;
 - viii. Responsible parenting, including child support education;
 - ix. Positive job attitudes and work skills; and
 - x. Keeping informed in community affairs and current events
7. Support services, as defined in WIOA §3(59), which enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:
- a. Linkages to community services;
 - b. Assistance with transportation;
 - c. Assistance with childcare and dependent care;
 - d. Assistance with housing;
 - e. Needs-related payments;
 - f. Assistance with educational testing;
 - g. Reasonable accommodations for youth with disabilities;
 - h. Referrals to health care; and
 - i. Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear.
8. Adult mentoring for a duration of at least 12 months which may occur both during and after program participation.
- a. Adult mentoring for youth must:
 - i. Be a formal relationship between a youth participant and an adult mentor that includes structured activities in which the mentor offers guidance, support, and encouragement to develop the competence and character of the youth;
 - ii. Include a mentor who is an adult other than the assigned youth case manager; and
 - iii. At a minimum, match the youth with an individual mentor with whom the youth interact on a face-to-face basis. Group mentoring activities and mentoring through electronic means are allowable as part of mentoring activities.
9. Follow-up services for not fewer than 12 months after the completion of participation
- a. Does not apply for this program RFP.

10. Comprehensive guidance counseling, including drug and alcohol counseling and referrals to counseling, as appropriate to the needs of the individual youth.
11. Financial Literacy Education- assisting youth with understanding financial matters such as: creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identify theft.
12. Entrepreneurial Skills Training- Entrepreneurial skills training provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship and include, but are not limited to, the ability to:(1) Take initiative, (2) Creatively seek out and identify business opportunities, (3) Develop budgets and forecast resource needs, (4) Understand various options for acquiring capital and the trade-offs associated with each option; and (5) Communicate effectively and market oneself and one's ideas
13. Services with labor market and employment information about local in-demand industry sectors or occupations (career awareness, counseling and exploration like Industry Clubs and Vocational Exploration).
14. Activities that help youth transition to post-secondary education and training.
 - a. Driver's Education and support in obtaining driver's licenses can be provided as a service under this element.

Industry Clubs

The purpose of Industry Clubs is to afford youth the opportunity to explore occupations and careers that are in high demand throughout Pennsylvania. Industry Clubs generally consist of 8-12 students. The subcontracting entity, school district or community agency, will design a program that will provide engaging activities for youth that will increase their knowledge of chosen career fields.

Subcontractors can design schedules for the clubs that suit their specific needs. Industry Club activities can be completed over several months, on consecutive weeks, or can be scheduled to occur all within a week. Career activities can include, but are not limited to, field trips, factory tours, and virtual explorations. Subcontractors are encouraged to be creative in delivering the activities through the Industry Club. Use of 21st Century learning techniques is encouraged.

****Note: Services must address at least one of the 14 WIOA Youth Program elements listed under Allowable Program Activities. ****

Leveraging Other Resources:

WIOA Youth Program - The Northwest Pennsylvania Workforce Area (NWPA) is required to invest 100% of the Workforce Innovation and Opportunities Act (WIOA) Youth funds on Out-of-School (OSY) youth, which leaves 0% for In-School Youth (ISY) service. It is the desire of NWPA to use the TANF Youth Program to supplement/replace the ISY WIOA services previously provided, and subcontractors are encouraged to keep this in mind while planning programming and creating proposals.

Subcontractors will collaborate with local organizations and employers that will support the program for TANF- eligible youth. Efforts in leveraging services and financial resources through collaboration is encouraged.

PA Chapter 339 Career Education Plans- NW PA plans to enhance current activities being offered through the PA Chapter 339 Career Education Plans by partnering with local community agencies and schools in the area to provide TANF youth with activities that focus on career exploration, including field trips and emphasizing jobs that require technical education or on-the-job training or apprenticeships. Subcontractors are encouraged to keep this in mind while planning programming and creating proposals.

TANF Internship Program:

The Internship program will operate for eight (8) weeks anywhere between May 6 - August 30, 2024; and will target young adults between the ages of 16 - 24 years. The participant will work between 30-40 hours and will make \$12.00/hr. The internship program is sponsored by the NWPA Title 1 TANF program and businesses and organizations throughout the region including Erie, Crawford, Warren, Venango, Forest, and Clarion Counties.

ATTACHMENT G - STEVENS AMENDMENT

Adherence to the Stevens Amendment will be expected and included as part of the subcontractor contract. Beginning in 1989, the United States Department of Health and Human Services' (HHS) annual appropriations included a provision known as the "Stevens Amendment" to ensure transparency and accountability in federal spending. The Stevens Amendment requires all HHS grant and cooperative agreement recipients to acknowledge federal funding when publicly communicating projects or programs funded through the HHS annual appropriation.

When issuing statements, press releases, publications, requests for proposal, bid solicitations and other documents --such as toolkits, resource guides, websites, and presentations (hereafter "statements") -- describing the projects or programs funded in whole or in part with HHS federal funds, the recipient must clearly state:

1. the percentage and dollar amount of the total costs of the program or project funded with federal money; and,
2. the percentage and dollar amount of the total costs of the project or program funded by non-governmental sources.

When issuing statements resulting from activities supported by HHS financial assistance, the recipient entity must include an acknowledgement of federal assistance using one of the following or a similar statement.

If the HHS Grant or Cooperative Agreement is NOT funded with other non-governmental sources:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by ACF/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, Administrative and National Policy Requirements."

The HHS Grant or Cooperative Agreement IS partially funded with other nongovernmental sources:

"This [project/publication/program/website, etc.] [is/was] supported by the Administration for Children and Families (ACF) of the United States (U.S.) Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with XX percent funded by ACF/HHS and \$XX amount and XX percent funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACF/HHS, or the U.S. Government. For more information, please visit the ACF website, Administrative and National Policy Requirements."

The federal award total must reflect total costs (direct and indirect) for all authorized funds (including supplements and carryover) for the total competitive segment up to the time of the public statement. Any amendments by the recipient to the acknowledgement statement must be coordinated with the HHS Awarding Agency. If the recipient plans to issue a press release concerning the outcome of activities supported by HHS financial assistance, it should notify the HHS Awarding Agency in advance to allow for coordination.

ATTACHMENT F - NWPA TANF COMMUNICATION PLAN

The TANF team will support each subcontracted agency and their program with the following and will communicate with the agency contact listed on the proposal, unless requested differently by the subcontractor.

- TANF Application submission and verification
- Budget and Request for Funds preparation and submission
- Program visits/File Audits, Employer visits (if different from Subcontractors)
- Monthly performance reporting including workforce activities.
- Sharing of general communications and updates

All communications will occur through email; any communications other than email will be followed with an email documenting the communication.

TANF Monthly programmatic and financial updates in the form of a written report will be provided to the NWPA Job Connect Director, included in the bi-monthly board reports and shared in the Youth Committee meetings.

A review of progress and spending will occur monthly and could result in a determination of additional available funds for the year if available. If additional funds are available, programs that have met enrollments and are meeting all performance goals will be asked if they can provide services for additional students prior to June 30, 2025. If so, a contract amendment will be executed for determined additional funds.

PY 24-25 Timetable

March 28, 2024	TANF RFP release date
April 10, 2024	Bidder's Conference (see page 8 for details)
May 2, 2024	Proposal Submission Deadline
May 20, 2024	Notification of Award. All awards are contingent upon Equus receiving TANF funding.
June 3, 2024	Budget and outcomes adjustments
June 17, 2024	Contracts delivered to subcontractor for review and signature
June 30, 2024	Contracts signed by subcontractor due
July 5, 2024	Fully executed contracts (containing both subcontractor and Title 1 vendor signatures) delivered to subcontractors in electronic and/or paper format
Monthly Report	Monthly progress and spending report submitted by 10th of each Month
July 31, 2025	Subcontractor final TANF report due