Chester County Workforce Development Board

Request for Proposals (RFP)
TANF Youth Application Workshop
February 29, 2024
## PY2024 Youth RFP Timeline

<table>
<thead>
<tr>
<th>RFP Milestone</th>
<th>Completion Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP is Released</td>
<td>Wednesday, February 14, 2024</td>
<td>RFP is made available to all interested parties</td>
</tr>
<tr>
<td>Bidder’s Conference/ Presentation</td>
<td>Thursday, February 29, 2024</td>
<td>Begin emailing questions related to RFP</td>
</tr>
<tr>
<td><strong>Due Date for Proposals</strong></td>
<td>March 14, 2024 @ 3:00 pm</td>
<td>Vendors have Approx. 2 weeks to submit proposals</td>
</tr>
<tr>
<td>Proposal Evaluation</td>
<td>March/ April 2024</td>
<td>CWT will review and comment on proposals</td>
</tr>
<tr>
<td>Formal Proposal/Project Approvals</td>
<td>March/ April 2024</td>
<td>CWT will review project recommendations for the WDB (to begin 7/1/2024)</td>
</tr>
<tr>
<td>Negotiation and Contracting with Approved Projects</td>
<td>May/ June 2024</td>
<td>Contracts will be Developed and Executed during this period (month of June)</td>
</tr>
</tbody>
</table>
Chester County receives Federal and State funding to serve youth needing Employment and Training services.

Workforce Innovation and Opportunity Act is Federally funded. TANF Youth is State funded.

Allocations - PY2023 (July 1, 2023-June 30, 2024);
- TANF Youth, Approx: $289,745 (this includes DWD 10% Admin.)
Funding Award

• The funding awarded for the TANF Youth Development Program may only be used for the target population described in the guidelines.

• Additional youth served by the program who do not meet the requirements outlined in the final guidance, may not be served using this funding.
TANF Youth Development Services

These funds enable the Workforce Development Areas to engage youth in households that fall under 235% of the poverty level in programs that:

• Promote Academic Achievement

• Prepare Youth for College, Advanced Training and Careers
TANF Youth Program Elements

May include, but are not limited to, the following activities:

• Career/Labor Market Awareness
• Overcoming Barriers
• Drop-Out Prevention
• Leadership Development
• Job Shadowing
• Academic Enrichment
• 14 WIOA Youth Program Elements
Program Elements Continued...

- Unsubsidized employment
- Paid Work Experience
- Internal and External Community Service
- Job Search and Job Readiness
- Leadership Development
- Career Exploration
- Job Readiness and Pre-Employment Skills
TANF Youth Eligibility Requirements

To be eligible for the TANF Youth Development Program an individual must be between the ages of 12-24, but not required to serve all ages.

A TANF CLIENT:
• Individual is either receiving TANF as a head of household or as a minor member of another TANF grant.

FAMILY WORKS (FW) ELIGIBLE:
• Individual who is not receiving TANF or is receiving SNAP/MA benefits only and whose family’s gross countable earned income does not exceed 235 percent of the Federal Poverty Income Guideline (FPIG).
TANF Youth Eligibility

• Must be a youth from a TANF family
  OR
• At or below 235% of the poverty level (refer to the poverty chart on the DWD website), this is being updated

• Must be between the ages of 12-24 (or having completed the 5th grade)
TANF Youth Development Program Guidance is being revised by the State. Once guidelines are finalized, providers must be willing to modify their proposal to meet any changes. Proposed changes may include:

- Eligibility and referral process
- Data entry requirements
- Performance measures
Data Entry Requirements for TANF Youth Program Providers

- The successful provider(s) must register with and must data enter information on the Commonwealth Workforce Development System (CWDS).
- It is expected that a state-sponsored training will be held regarding CWDS data entry requirements for TANF Youth Development Program providers.
Chester County Council for the Workforce of Tomorrow (CWT)

• Required board sub-committee of the Chester County Workforce Development Board

• The CWT provides support to guide youth workforce development activities in Chester County
What is the CWT looking for?

- The Youth Council wants to see creativity and innovation with program design, such as:
  - Does your proposal identify gaps in service to the youth?
  - Specifically, what are the outreach strategies to recruit and engage participants AND have presence in the community?
What is the CWT looking for?
Continued ...

• Are Programs/Curriculum linked to the Academic Standards for Career Education and Work?

• Is a linkage with PA CareerLink-Chester County or other youth serving agencies?

• Are collaborations being developed to combine talents/services of agencies in order to serve the youth?
What is the CWT looking for? Continued ...

• How are youth being prepared for careers that are in demand? (https://www.dli.pa.gov/Individuals/Workforce-Development/job-seekers/Pages/Youth-and-Education.aspx)

• Are youth being linked to activities that create awareness of the critical skill shortage areas in Chester County?

• How are programs incorporating career awareness, job readiness and job development activities?
Organizations responding to any RFP and seeking a subcontract to provide youth activities must:

- Have the ability to operate the program on a monthly cost-reimbursement basis. (No advance payments are permitted)
- Applicants should adhere to recommended 5% cap, with a maximum allowance of 10% for administrative costs”
Potential candidates will respond to the following:

- Statement of Need
- Organizational Capacity
- Program Design
- Performance Management
Proposal Elements

- Identify the numbers of TANF youth to be served
  - For TANF proposals, also identify the percentage of youth from TANF families to be served
- Identify the career and academic activities youth will receive
- Identify leveraged resources for TANF youth program services
- Describe collaboration with other agencies
- Describe plans and methods for outreach and engagement
- Explain how success will be measured and reported
PY2024 RFP
Accessing the RFP and submitting proposals

• The RFP is available through the DWD website at: https://www.chesco.org/159/Workforce-Development

• Respondents are required to submit their proposal(s) online.

• Instructions are available on the DWD website. DWD will not accept hardcopy or alternative submissions.

• Completed applications must be received by 3:00 PM on Thursday, March 14, 2024.
Questions?

• For questions about this announcement or completing the RFP, please contact:
  • (610) 344-6150
  • For technical assistance:
    • Trish Hennessy | phennessy@chesco.org

• All programmatic questions should be directed to workforcedevelopment@chesco.org with a “cc” to related staff
  Lila Singleton (Adult & Dislocated Worker Programming)
  lsingleton@chesco.org
  Lucia Spargo (EARN Programming)
  lspargo@chesco.org
  Tracey Dougherty (Youth Programming)
  tdougherty@chesco.org
  • Jeannette M. Roman (Director)
    jroman@chesco.org
  • Stephanie Smith (Manager)
    srsmith@chesco.org