



**MassHire Berkshire Workforce Board**

**WORKFORCE INNOVATIONS & OPPORTUNITIES ACT**

**YOUTH PROGRAMS**

**FY2027**

**REQUEST FOR PROPOSALS  
TO PROVIDE YOUTH SERVICES UNDER  
THE WORKFORCE INNOVATIONS & OPPORTUNITIES ACT**

**Grant Proposal Time Line:**

<b>Issue Date</b>	<b>Friday, February 27, 2026</b>
<b>Bidders Conference</b>	<b>Tuesday, March 17, 2026 at 10:00 a.m. via ZOOM</b>
<b>Deadline for Proposal Questions</b>	<b>Friday, April 24, 2026</b>
<b>Application Submission Deadline</b>	<b>Friday, May 1, 2026 by 12:00 p.m.</b>

*Workforce Innovations & Opportunities Act programming are funded in full by US Department of Labor (USDOL).*

**MassHire Berkshire Workforce Board**  
**FY2027 Workforce Innovations & Opportunities Act Request for Youth Program Proposals**

**INTRODUCTION**

The MassHire Berkshire Workforce Board (BWB), in partnership with the City of Pittsfield, is responsible for the oversight of a variety of workforce development programs in Berkshire County. The BWB's primary mission is to meet the employment needs of workers and job seekers, while also meeting the workforce needs of employers. A critical piece of this mission is to engage in the preparation of the local future workforce.

The BWB is seeking proposals from interested parties to provide community system building services to disadvantaged in-school youth ages 14-21 and out-of-school youth ages 16-24 under the Workforce Innovations & Opportunities Act (WIOA). *The BWB supports strategies that address the needs of the region's most vulnerable youth and will therefore fund programs that build on existing community resources in maximizing the capacity for these youth to achieve career success and self sufficiency.* Successful bidders will use these WIOA funds to build their own capacity to provide workforce-related services and help address the barriers keeping young people from furthering their education and training, setting career goals and securing employment. **These funds are meant to be used to expand or create an infrastructure that will coordinate access to and the use of existing resources and services and should not be used to augment or supplant funding for services that currently exist.** Successful bidders will partner with Berkshire Training & Employment Inc. (BTE), the entity that operates MassHire Berkshire Career Center, who will provide framework and follow-up services.

**BACKGROUND**

The Berkshire County Youth Council was created in 1998 under previous Workforce Investment Act federal legislation. Under WIOA, the Youth Council continues to provide youth program policy guidance to the MassHire Berkshire Workforce Board regarding employment and training services for youth in Berkshire County. The 32 Berkshire County communities include: Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Hinsdale, Lanesboro, Lee, Lenox, Monterey, Mt. Washington, New Ashford, New Marlboro, North Adams, Otis, Peru, Washington, Pittsfield, Richmond, Sandisfield, Savoy, Sheffield, Stockbridge, Tyringham, West Stockbridge, Williamstown, and Windsor. As a standing subcommittee of the BWB, the Youth Council has the responsibilities of selecting WIOA youth program vendors while continuously developing, coordinating and monitoring the area's various workforce development activities and programs for youth.

**Workforce Innovations & Opportunities Act (WIOA) Requirements:**

*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.* This programming is most imperative for Berkshire County as it serves as one of many workforce development initiatives in addressing the region's population decline, widening skills gap and low youth employment rate. WIOA outlines a broader youth vision that supports an integrated service delivery system and provides a framework through which local areas can leverage other federal,

state, local, and philanthropic resources to support in-school youth (ISY) and out-of-school youth (OSY). WIOA charges local workforce areas to provide a continuum of high-quality, evidence-based services and programs for all youth and young adults, including career exploration and guidance, continuous support for educational attainment, opportunities for skills training in high-demand industries and occupations, placement in secure jobs along a career pathway and enrollment in post-secondary education.

WIOA emphasizes servicing youth within a **year-round comprehensive workforce development system that is outcome based and is built on services around a set of *fourteen required program elements***. (Please see Attachment A for a detailed listing) Successful bidders will work with Berkshire Training & Employment Inc. (BTE) via the MassHire Berkshire Career Center to provide access to these services.

**These required program elements as listed in WIOA, Section 129(c)(2) are as follows:**

***PLEASE NOTE: WIOA youth program vendors are required to have these program elements available to youth in their programs, either through their own services, or through partnering agencies services.***

- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
- (2) Alternative secondary school services, or dropout recovery services, as appropriate;
- (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - (i) summer employment opportunities and other employment opportunities available throughout the school year;
  - (ii) pre-apprenticeship programs;
  - (iii) internships and job shadowing; and
  - (iv) on-the-job training opportunities;
- (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved, if the Local Board determines that the programs meet the quality criteria described in WIOA sec. 123;
- (5) Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;
- (6) Supportive services;
- (7) Adult mentoring for a duration of at least 12 months that may occur both during and after program participation;

- (8) Follow-up services for not less than 12 months after the completion of participation – required for all WIOA youth;
- (9) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- (10) Integrated education and training for a specific occupation or cluster;
- (11) Financial literacy education;
- (12) Entrepreneurial skills training;
- (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- (14) Activities that help youth prepare for and transition to post-secondary education and training.

**WIOA Youth Eligibility Criteria** (*Please see Attachment B for a detailed listing*)

WIOA section 129(a)(1) provides eligibility criteria for WIOA youth programming. **To be eligible to participate in WIOA youth programming, an individual must be an Out-of-School Youth ages 16-24 or an In-School Youth ages 14-21.**

**Under WIOA, an Out-of-School Youth is an individual who is:**

- (a) Not attending any school (as defined under State law);
- (b) Not younger than 16 or older than age 24 at time of enrollment. *Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program;* and
- (c) One or more of the following:
  - (1) A school dropout;
  - (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. *School year calendar quarter is based on how a local school district defines its school year quarters;*
  - (3) A recipient of a secondary school diploma or its recognized equivalent who is a **low-income individual** (including youth residing in a high poverty area) and is either basic skills deficient or an English language learner;
  - (4) An individual who is subject to the juvenile or adult justice system;

(5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;

(6) An individual who is pregnant or parenting;

(7) An individual with a disability;

(8) A **low-income individual** who **requires additional assistance** to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).) Includes youth who reside in a designated high poverty area.

**Under WIOA, an In-School Youth is an individual who is:**

(a) Attending school;

(b) Not younger than 14 or older than 21 at the time of enrollment;

(c) Be low income<sup>1</sup>

- includes youth who receive or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act
- includes youth who reside in a designated high poverty area

(d) Have one or more of the following barriers as provided in WIOA section 129(a)(1)(C)(iv):

(1) Basic skills deficient;

(2) An English language learner;

(3) An offender;

(4) A homeless youth or a runaway, in foster care or has aged out of the foster care system;

(5) Pregnant or parenting;

(6) A youth who is an individual with a disability;

(7) An individual who **requires additional assistance** to complete an educational program or to secure or hold employment<sup>2</sup>

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<sup>1</sup> Youth attending a designated low-income school do not automatically qualify as low-income.

<sup>2</sup> In accordance with WIOA Sec. 129 (a)(3)(B), not more than 5 percent of the region's in-school youth may be an individual who requires additional assistance to complete an education program or to secure or hold employment.

**WIOA Performance Indicators:** Specific performance documentation that relate to the following WIOA Performance Indicators below will be outlined by Berkshire Training & Employment Inc. (BTE) with successful bidders.

Performance Measure	Measure Detail - Positive Outcome
<b>In Employment or Post Secondary Education or Training in the 2nd Quarter After Exit</b>	Percentage of youth who are in education or training or entered employment during <b>2nd Quarter after exit</b> . All exiters are measured
<b>In Employment or Post Secondary Education or Training in the 4th Quarter After Exit</b>  <i>Youth with HSD upon enrollment, need post-secondary credential by 4th quarter after exit / 1 yr.</i>  <i>Youth getting HiSet or GED must be placed in post-secondary or employment by 4th quarter / 1 yr. after exit</i>	Percentage of youth who are in education or training or entered employment during <b>4th Quarter after exit</b> All exiters are measured
<b>Median Wages 2nd Quarter After Exit</b>	Median wages of those in employment <b>during 2nd Quarter after exit</b>
<b>Credential Attainment<sup>3</sup></b>  <i>'high-level,' industry recognized degrees, apprenticeship &amp; certificate programs</i>	Percentage of youth who obtain a post-secondary credential, license or certificate during program or <b>within 1 year of exit</b> <b>OR</b> Percentage of youth who obtain diploma/equivalency <b>AND</b> have obtained or retained a job <b>OR</b> are in an education or training program that leads to a post-secondary credential <b>within 1 year of exit</b>
<b>Measureable Skill Gain</b>  <i>Youth are required to have at least one (1) Measureable Skill Gain</i>	Percentage of youth who are in an education or training program that leads to a credential or employment and who are achieving "measurable skills gains" <b>Meeting one or more</b> "Measurable skill gains" include: 1.) Attainment of a high school diploma 2.) Achievement of an educational function level 3.) Transcript / Report Card achievement 4.) Achievement of a milestone (completion of OJT, any training achievement – <i>OSHA, Microsoft Office &amp; Work Readiness Certifications</i> , etc.) 5.) Achievement of a trade-related benchmark /skill progression (knowledge-based exams)
<b>Employer Retention Measure</b>	Percentage of youth employed with the same employer in the 2 <sup>nd</sup> and 4 <sup>th</sup> quarters after exit.

**PURPOSE OF THIS RFP SOLICITATION**

The BWB Youth Council is currently seeking proposals from private business, labor groups, public school systems, public or private agencies, community-based organizations, faith-based organizations, School-to-Career Partnerships, community colleges, proprietary schools, and other qualified educational and training institutions interested in providing services to disadvantaged in-school and/or out-of-school youth under the Workforce Innovations & Opportunities Act. **WIOA programming is not a separate summer program nor is it meant to only provide work-based-learning / paid work experiences.**

<sup>3</sup> *WIOA regulations state that a youth who has received a high school diploma or HiSet while enrolled in WIOA must be enrolled in post-secondary education or employed within the first year after program exit.*

**Funding is made available for a single, year-round delivery of comprehensive services based around the Required 14 Elements.**

Importantly, this solicitation is intended to be a component of a customer-driven youth development system. **Awards will be competitive, based on expected outcomes, cost per participant, quality of the program design, demonstrated past performance, and understanding of the target population.** Specific criteria included within the RFP instructions will be used to evaluate all proposals submitted.

Under WIOA, the BWB has chosen to continue to invest funds where the need is greatest – in young people who face a multitude of barriers which are negatively impacting their potential for educational and career success. Some are at-risk of dropping out of school or have already dropped out and do not have a diploma. Some are young single parents with limited or no work experience. Others are young people without a support system who need positive mentoring and guidance to overcome life obstacles such as homelessness, substance abuse or delinquency.

### **Components of Effective WIOA In-School & Out-of-School Youth Programs**

- **An *Individualized Service Strategy (ISS)* for each youth participant outlining their objective assessment results<sup>4</sup>, employment, educational and social-personal goals, appropriate achievement objectives and the combination of needed services based on the WIOA 14 Required Elements.** The ISS is initiated and maintained by the WIOA program vendor and BTE throughout the program year and follow-up period. The development of service strategies and goals within the ISS should be directly linked to WIOA performance indicators;
- Activities (including dropout prevention, intervention and recovery methods) leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
- Preparation for postsecondary educational and training opportunities;
- Strong linkages between academic instruction and career awareness, exploration and immersion activities;
- Strong partnerships with educational institutions and employers to develop or connect participating youth to specific career pathway activities, programs and strategies;<sup>5</sup>
  - *The term ‘Career Pathway’ under WIOA means a combination of rigorous and high quality education, training and other services that –*
    - *Align with the region’s prioritized industry sectors and occupations (Please visit the BWB’s website at <https://masshireberkshire.com/about/key-initiatives/> to view these prioritized areas) :*
    - *Prepares individuals to be successful in education options*
    - *Includes counseling to support education and career goals*

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<sup>4</sup> All required assessments and ISS procedures will be outlined by BTE to awarded program vendors.

<sup>5</sup> WIOA places a strong emphasis on Career Pathways, therefore, a connection to a career pathway must be included as part of a youth’s Individual Service Strategy.

- *Includes contextualized learning within an occupational cluster*
  - *Organizes education, training and other services that accelerates education and career advancement*
  - *Enables the attainment of a secondary and at least one post-secondary credential*
  - *Supports entrance or advancement within a specific occupation or occupational cluster*
- Opportunities for youth to become knowledgeable on regional labor market needs and the skills required for career success in today’s industry sectors;
  - Occupational education that lead to the attainment of recognized postsecondary credentials linked to local industry needs;
  - Preparation for unsubsidized employment opportunities through the provision of internships and structured work experiences;
  - Effective connections to employers, in-demand industry sectors and occupations of the regional labor market;
  - Evidence of or development of a coordinated information and referral system of available services for youth;
  - A case management system linking youth participants to needed educational, occupational enrichment and social service supports and programs, including continuous contact with caring adults / community mentors committed to participant’s educational and career success;
  - The involvement of parents/family members, former youth participants, and other members of the community with youth program experience in the design and implementation of WIOA youth models and services;
  - A monthly tracking and reporting system for each enrolled youth detailing services and outcomes. BTE will provide successful bidders with reporting and tracking forms **(Please see Attachment C). Monthly reports are essential to ensure proper and complete documentation of program outcomes.**

## **GUIDELINES FOR FY2027 WIOA YOUTH PROGRAMMING**

**Emphasis on out-of-school youth. Based on federal Workforce Innovation & Opportunity Act (WIOA) guidelines, no less than 75% of WIOA funding allocated to the region will be used to serve out-of-school youth during this funding cycle.** With an estimated 6 million 16-24 year olds in this country not employed or not in school, WIOA youth programs will provide a needed continuum of

services to help disconnected youth navigate between the educational and workforce systems. The BWB is encouraging other funding sources such as Connecting Activities and other in-school grants and programs to address the needs of in-school youth.

**Berkshire Training & Employment, Inc. will Provide Framework and Follow-up Services.** Successful bidders will partner with Berkshire Training & Employment, Inc. (BTE) via MassHire Berkshire Career Center, the designated WIOA Youth Framework and Follow-up Services provider in the region. Framework and Follow-up services include youth intake/eligibility determination and assistance with follow-up services for enrolled youth. Framework and follow-up services will be provided at no cost to participants or successful bidders. *Please see Attachment A for a list of provided follow-up services.*

**Fourteen Required Elements – See Attachment A.** The BWB is required to make each of the fourteen (14) WIOA youth program elements available to eligible and enrolled youth. Therefore, selected WIOA Youth Program vendors must make all 14 Required Elements available to their youth participants for the duration of the contract. All elements should be offered as part of a cohesive program design, which includes connections / referrals to outside agencies and organizations.

**Regional Impact.** An important part of ensuring the success of our young people is ensuring the vitality of the economy that will support their work and lives. Preparing young people for participation in the workforce should always include thoughtful consideration of the demands and needs of local and regional businesses. Bidders are encouraged to address local labor market needs and engage decision makers in the process of addressing the workforce development needs of young adults. Priority will be given to proposals that focus on emerging and growing industries in Berkshire County and regional labor market and economic needs through the provision of career readiness activities and career pathway models to enrolled WIOA youth. Please visit <https://masshireberkshire.com/> for current labor market information and resources.

## **ONGOING SERVICE PRIORITIES**

The BWB continues to update strategies for the delivery of WIOA-funded services for Berkshire County. The basic mission, however, remains the same; to offer a comprehensive youth service program which:

1. Focuses on a young person's assets;
2. Communicates high expectations;
3. Provides opportunities for leadership;
4. Expands a young person's understanding of the expectations of the workplace through hands-on experience;
5. Encourages a sense of personal identity;
6. Broadens a young person's perspective;
7. Provides them with safe surroundings, and;
8. Connects them with caring adults

**Service Coordination:** All WIOA youth activities must be connected to existing public and private resources and activities geared towards serving youth. Such activities include Connecting Activities and related youth workforce development programs of the BWB, MassHire Berkshire Career Center and its

community partners (please visit <https://masshireberkshire.com/> for more information on these programs). Sustainable partnerships between employers, youth serving agencies, school districts and workforce/economic development partners in the provision of youth services is strongly encouraged and given priority for funding.

**Work Experience/Internship Parameters: WIOA section 129(c)(4) prioritizes work experiences with the requirement that local areas must spend a minimum of 20 percent of non-administrative local area funds on work experience.** Under WIOA, paid and unpaid work experiences that have integrated components of academic and occupational education may include the following four categories: *summer employment opportunities and other employment opportunities available throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on-the-job training opportunities.* **Subsidized structured work experiences or internships under WIOA are limited to a maximum of 300 hours at an hourly rate of \$15.00.<sup>6</sup>Please see Attachment D for a list of worksite expectations and guidelines.** Worksites should provide quality and safe working and learning opportunities, governed by the Massachusetts Work Based Learning Plan (please visit the Department of Elementary & Secondary Education’s [Connecting Activities website](#) for more information on the MA WBL Plan tool). **Wages to youth in subsidized work experiences will be paid through Berkshire Training & Employment Inc. (BTE).**

**Please note:** TEGL 23-14 explains that program expenditures on the work experience program elements can be more than just wages paid to youth in work experience. Allowable expenditures can include staff time spent on the following:

- identifying potential work experience opportunities;
- working with employers to develop successful work experiences;
- evaluating the work experiences;
- developing and implementing participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, as well as orientation for employers

#### **Local Roles Under WIOA:**

**The MassHire Berkshire Workforce Board (BWB)** provides policy and oversight for all WIOA activities. The BWB and local Lead Elected Official (LEO), has appointed a Youth Council which focuses exclusively on the development of youth programming. The BWB and its Youth Council works with the LEO to:

- Develop an annual workforce development plan that includes a description of how services, including those to youth, will be delivered in our region;
- Procure and select WIOA youth service providers;
- Coordinate youth activities; and
- Conduct oversight and evaluation of program activities of funded youth service providers.

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<sup>6</sup> Under WIOA, any in-school or out-of-school youth who is receiving subsidized funds to support their work experience must be income eligible and have an additional barrier.

**Berkshire Training & Employment Inc. (BTE)** operates **MassHire Berkshire Career Center**, the Massachusetts One Stop Career Center of Berkshire County, and serves as the Grant Recipient and Administrative Agency for all funds flowing to our area for **WIOA** sponsored activities. As such, Berkshire Training & Employment Inc. oversees all contracting and fund management responsibilities, ensuring that **BWB** policies are implemented through programs meeting administrative and financial regulations. **BTE** provides the following to selected WIOA program vendors:

- Assistance with **youth outreach and recruitment** services;
- Provides official WIOA **eligibility determination** of all targeted youth; *(Please see Attachment B for a listing of required eligibility documentation)*
- Performs a required series of **individual assessments** for each youth participant in the areas of aptitudes/interests, career interests/skills, occupational skills, work readiness and educational needs. The results of these assessments along with resulting strategies, support services and goals are indicated and updated within each participant's **Individualized Service Strategy (ISS)**. This is a living document that is managed collaboratively by BTE and program vendors; *(Please see Attachment E – ISS Form)*
- Assistance with youth referrals to outside community agencies and supports as needed;
- Maintains all eligibility and youth performance outcomes within the mandated Massachusetts One-Stop Employment System (MOSES) database. **All WIOA youth program vendors must therefore adhere to the form, content, and reporting of MOSES data to BTE throughout the program duration.** *(Please see Attachment C – Monthly Reporting Form).*
- Assist program vendors with the provision of the **14 Required Youth Elements** as needed, including **required follow-up services** *(Please see Attachment A - Required 14 Youth Elements under WIOA)*

These entities will work together in close cooperation with service providers selected through this RFP to build a comprehensive, integrated youth delivery system.

## **WHO MAY APPLY**

Public School systems, community-based organizations, public or private agencies, community or state colleges, governmental units, labor groups, career centers, private businesses and employers, proprietary schools, and other qualified educational and training institutions who have demonstrated successful performance in serving youth, especially disadvantaged youth, are encouraged to apply. As described in the previous section, proposals that demonstrate sustainable partnerships between employers, youth serving agencies, school districts and workforce/economic development partners in the provision of youth services will be given priority for funding.

Facilities providing services should be accessible to persons with disabilities, and programs selected for funding must operate in full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as other applicable Federal and State Laws.

Applicants may subcontract with sub-groups(s) to provide the specific services they propose to offer in their overall proposal. All subcontracting arrangements must be articulated in detail in the proposal and be included as a separate line item in the budget. The contract document with any sub-groups must be approved by the Berkshire County Youth Council prior to the final contract execution and are subject of

all conditions and stipulations of WIOA, the Commonwealth of Massachusetts, and in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

## FUNDING SOURCE

Programs through this RFP will be funded through the FY2027 WIOA Youth allocation for the Berkshire Workforce Investment Area from the U.S. Department of Labor which oversees the provision of services to disadvantaged youth. Applicants are asked to prepare their offers in the most favorable terms from a price and technical standpoint. *At the time this RFP was released, the Commonwealth of Massachusetts had not yet formally released the Berkshire's WIOA allocation. The BWB expects that further information regarding the range of grants and the region's WIOA allocation will be available to interested applicants at the Bidders Conference.* **On behalf of the BWB, BTE, as the designated fiscal agent for regional WIOA funds, will execute all contracts with selected FY27 WIOA youth program vendors.**

**The BWB will require that bidders provide documentation of cash and/or in-kind matching resources to leverage the WIOA funds.** All WIOA reimbursed costs at the contract level will be defined as program dollars.

## TIME FRAME FOR PROPOSAL SUBMISSION, REVIEW, AND SELECTION

**\*\*An electronic copy of your proposal on a USB device along with an original and eight (8) hard copies are due at the Berkshire Workforce Board, 75 South Church Street, Pittsfield, MA 01201 no later than 12:00 noon on Friday, May 1, 2026 to be considered for funding.**

Proposals should be forwarded to:

**Berkshire County Youth Council  
C/O MassHire Berkshire Workforce Board  
75 South Church Street, Suite 355  
Pittsfield, MA 01201  
Phone: (413) 442-7177**

**Please contact Heather Williams at [youthdirector@masshireberkshire.com](mailto:youthdirector@masshireberkshire.com) to make arrangements to drop off your proposal package.**

**Proposals arriving after this deadline will be refused, and therefore not considered for funding. Submissions become the property of the Youth Council; therefore, organizations responding to this solicitation should not submit documents they wish to have returned. Facsimiles and emailed versions will NOT be accepted.**

**A VIRTUAL BIDDERS CONFERENCE will be held Tuesday, March 17, 2026 at 10:00 AM. Schools and organizations interested in attending the conference must contact Heather Shogry-**

**Williams at [youthdirector@masshireberkshire.com](mailto:youthdirector@masshireberkshire.com) to confirm attendance and receive the conference zoom link.** Attendance at this conference **is not** a requirement for response submission.

At the bidders' conference, staff will entertain questions. Oral answers will be provided if the information is then available. **Additional questions must be submitted in writing to [youthdirector@masshireberkshire.com](mailto:youthdirector@masshireberkshire.com) by Friday, April 24, 2026 and answers will be available on the BWB website <https://masshireberkshire.com/> within 24 hours of the questions being received.**

Bidders must refer to and complete the proposal checklist of this RFP to ensure that the proposal is complete and meets minimum threshold requirements.

Complete proposals received by the submission deadline and that meet all requirements listed will be reviewed by the BWB's Youth Council Proposal Review Committee. All proposals will be read and scored by the same reviewers. All proposals will be summarized and ranked by scores from highest to lowest. The review team will make recommendations for funding to the BWB Board of Directors who will make the final funding decisions. **The review process will be completed by June 4, 2026. Successful applicants will be notified by June 8, 2026 and contract negotiations will commence immediately with Berkshire Training & Employment Inc.** Final funding decisions will take into consideration the results of this review, an adequate mix of the various types of services to be made available and an equitable distribution of funds and services to youth throughout the region. The BWB reserves the right to reject any or all proposals, to not fund any or all proposals, and/or to partially fund any or all proposals as submitted in response to this RFP. All proposals become the property of the MassHire Berkshire Workforce Board

#### **BWB and Bidder's Rights/Appeal Procedures**

- A. The release of this RFP does not constitute an acceptance of any offer, nor does its release in any way obligate the BWB nor BTE to execute a contract with any bidder. The BWB reserves the right to accept or reject any offers on the basis of the general conditions set forth in this RFP, and to evaluate all accepted proposals on the criteria in this RFP.
- B. The BWB issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if in the best interest of the BWB.
- C. The bidder has the right of protest and appeal of procurement decisions. The appeal process will consist of two levels: a debriefing and an appeal.
- D. The bidder has the right of protest and appeal of procurement decisions.
  - Bidders may request an appeal to a funding decision within the (10) business days after receipt from the BWB concerning funding recommendations. An appeal will NOT be accepted due to any attempts to modify or include additional information to the original application. The appeal letter should clearly state the basis of the appeal request.
  - Staff from the BWB and Youth Council Proposal Review Team shall then have ten (10) business days to review the appeals request. All parties shall be provided with the original proposal, initial ranking scores and appeal letter. A meeting will be held either in person or through telephone conference call method to discuss and review the appeal request.
  - The BWB Executive Director shall then notify the bidder of the outcome of the

appeal process within three (3) business days of the appeal meeting. If the bidder is still in disagreement with the appeal outcome, they may write the Department of Career Services at 19 Staniford Street, Boston, MA 02114 to officially request an appeal of the BWB.

E. Following the competitive procurement process, all proposals become public record.

## CONTRACT INFORMATION

### A. Type of Contract

Selected bidders will enter into a **cost reimbursement contract**. **Berkshire Training & Employment Inc. will execute all contracts.** All contracts written with vendors will include required compliance language regarding EEO/AA, workplace safety, discrimination, participant grievance procedures, etc.

### B. Program Duration

**The bidder(s) selected will be awarded a contract for the period of July 1, 2026 through June 30, 2028.** This two (2) year contract will cover the year delivery of WIOA program services to youth from July 1, 2026 – June 30, 2027 and the required follow-up period from July 1, 2027 – June 30, 2028. **Proposals should reflect all costs, including total wages paid to youth and program outcomes within the WIOA program delivery period beginning July 1, 2026 through June 30, 2027.** *Please note that vendors are required to invoice for all program expenses and exhaust grant funds by the program delivery end date of June 30, 2027.* **Awarded vendors through this cycle may apply for a 1 year contract renewal in March 2027 based on performance review and available funding.**

### C. Award of Contract

Award of any contract arising out of this RFP is entirely predicated upon receipt of a grant award to Berkshire Training & Employment Inc. from the Department of Workforce Development and final contract negotiations between the bidder and Berkshire Training & Employment Inc. Expenses incurred by bidders in responding to this RFP are in no way the obligation of Berkshire Training & Employment Inc. or the MassHire Berkshire Workforce Board.

**APPLICATION PACKAGE COVER PAGE**

<b>Name of Organization:</b>	
<b>Address:</b>	
<b>City: State: Zip:</b>	
<b>Phone</b>	
<b>Fax:</b>	
<b>Lead Contact Person:</b>	
<b>Lead Contact Phone/Email</b>	
<b>Program Coordinator (if not lead contact)</b>	<b>Name:</b> _____ <b>Phone:</b> _____
<b>Type of Program Applying For</b>	<input type="checkbox"/> <b>In-School Youth Program</b> <input type="checkbox"/> <b>Out-of-School Youth Program</b> <input type="checkbox"/> <b>Both</b>
<b>Total Funding Request</b>	

**PROPOSAL SUBMISSION CHECKLIST**

- Completed Application Package Cover Page and Signature (this page)**
- Proposal Narrative**
- Budget and Budget Narrative**
- Certification Regarding Debarment, Suspension and Other Responsibility Matters**
- One copy of organization/school district most recent financial audit**

**To the best of my knowledge and belief, information in this application are true and correct, the governing body of the applicant has duly authorized this document, and the applicant will comply with all applicable rules and regulations if this proposal is approved for contract.**

**Certifying Representative**

\_\_\_\_\_  
**Typed Name and Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## APPLICATION PACKAGE

### C. Proposal Narrative

Each part below should be addressed in the detail necessary to provide reviewers with sufficient information to score your proposal. The narrative is limited to **no more than 12 pages of single-sided, double spaced, typewritten, material with pagination (page #'s), using typeface no smaller than 12 point with one-inch margins.**

#### Part 1. Program Summary (10 points)

- **Summarize the overall design of your program and describe how it will contribute to the overall goals of serving youth who are WIOA eligible.** Please be sure to include the following:
  - Provide a **brief description** of the design of your program including:
    1. **Specific target population** (in-school youth, out-of-school youth, or a combination) and **number of youth** you intend to serve
    2. **Program sites & duration of program services** (program start & end dates)
    3. **Provided services** related to the **Required 14 Elements** in helping youth meet **Performance Indicators** under WIOA
    4. **Tools and resources** to be used to **assess youth progress** in meeting goals
    5. Identify any **program partners** with whom you will collaborate to offer key components of the program design

#### Part 2. Demonstrated Successful Performance (10 points)

- **Describe your experience in serving in-school and/or out-of-school youth, especially low income and target populations described in this RFP.** Please be sure to include:
  1. Information regarding **why and how** you developed your program model
  2. The **impact** your program/services had on the youth participants; please be sure to include any performance data, success stories, etc.
  3. Any **modifications you have made or intend to make** to ensure success with the proposed youth population; i.e. the use of labor market information or any other regional resources to inform the further development of your program(s) to enhance the educational and employment success of your youth participants
  4. Your **experience collaborating with other community organizations, businesses, and school districts** in serving at-risk youth and addressing their workforce development needs

#### Part 3. Outreach and Recruitment (11 points)

- **Describe your organization's plans to recruit young people to participate in this program.** Please note all participants being referred into the program must meet WIOA eligibility requirements. Please be sure to include:
  1. **A description of your outreach and recruitment plan.** Please provide full details on the following:
    - Outline the process on how youth are initially targeted to participate right on through the eligibility and intake process with BTE;

- Please indicate what staff members are involved in the outreach and recruitment process and their roles;
- If applicable, please include information on how your organization will coordinate referrals of youth participants from other organizations

**Recommended:** Please outline your outreach and recruitment plan within the following template:

Time Period	Description of Outreach & Recruitment	Personnel responsible for task
e.g. July – August 2026	Upon award approval, WIOA coordinator communicate with district staff to begin identifying youth participants	WIOA Program Coordinator Guidance Departments

**Part 4. Program Design (55 points)**

- Describe in detail the overall design of your program and how it will ensure youth participants are working toward meeting the Performance Indicators under WIOA. Please be sure to address the following components:

**1. Statement of Need** - Please describe the characteristics and needs of the specific population(s) you intend to serve.

- Describe the youth population you plan to target (in-school, out-of-school or a combination) and the number of youth you propose to serve;
- What are your target population’s barriers in accessing employment and education services?
- How will your proposed program address these barriers?
- Include data supporting your agency’s ability to achieve successful outcomes with the target group.

**2.** Please fully describe how your program will provide the following WIOA required components to youth participants:

- *Alternative Education*
- *Post-Secondary Education & Training (Out-of-School Youth)*
- *College Readiness (In-school youth)*
- *Career Readiness / Employment*
- *Career Pathway Development – be sure to address:*
  - *Assessment tools used to help identify youth participants’ career interests (MassCIS, Career One Stop, Naviance, etc.)*
  - *Alignment with skill needs of prioritized regional industries;*
  - *Integration within youth’s ISS;*
  - *Integration of education and workforce preparation activities & training*

- *Organization of education, training and other services to meet youth participants needs to help them enter or advance within a specific occupation or occupational cluster*

Within this section, please address:

- How you plan to prepare youth to meet the Performance Indicators under WIOA – specifically **measure 4 – Credential Attainment where youth are required to be enrolled in post-secondary and/or employment within one year from exiting their WIOA program?** Please outline your plans for ensuring youth meet this measure;
  - How you plan to provide a subsidized and/or non-subsidized work experience for your youth participants and how you plan to engage employers to provide these experiences;
  - A description of your inclusion of required pre-employment transition services for youth with disabilities who are in need of such services;
  - A description of how you plan to incorporate and utilize the Massachusetts Work-Based-Learning Plan in your program;
3. Please describe how you plan to integrate your program with other programs that are currently offered, such as Connecting Activities, MCAS remediation programs, alternative work-and-learning models, etc.
  4. Please provide a description of any youth reflection activities incorporated within your program including journaling, online photo album, portfolio and/or website development, etc.
  5. How you plan to stay in constant contact with Berkshire Training & Employment Inc. (BTE; Berkshire Career Center) to ensure monthly reporting and updating of youth performance information during your program delivery period and required follow-up period
  6. **Using the chart below, please describe your plans for making the 14 Required Elements under WIOA available to your youth participants.** Please see Attachment A for a detailed description of the 14 Required Program Elements.

*\* Please enlarge the chart within your proposal as needed. This chart is not included in the page limitation for your narrative\**

<b><i>Required Element</i></b>	<b>Providing Organization(s)</b>	<b>Services Provided to Youth</b>
<b><i>Example – Adult Mentoring</i></b>	Pittsfield Community Connections	Trained community-based mentors providing ongoing, structured support to youth affiliated with Pittsfield’s Community Connections Program (Shannon Grant / anti-gang initiative)
<b><i>Tutoring, study skills &amp; drop-out prevention strategies</i></b>		
<b><i>Alternative school offerings</i></b>		
<b><i>Paid &amp; Unpaid Work Experience – Career Exploration &amp; Skill Building</i></b>		
<b><i>Occupational skills training</i></b>		
<b><i>Leadership Development Opportunities</i></b>		
<b><i>Support Services</i></b>		

<i>Adult Mentoring (12-month requirement)</i>		
<i>Follow-up Services (12-month requirement)</i>		
<i>Comprehensive guidance and counseling</i>		
<i>Integrated education and training for a specific occupation or cluster</i>		
<i>Financial Literacy Education</i>		
<i>Entrepreneurial Skills Training</i>		
<i>Services that provide labor market and employment information</i>		
<i>Post-secondary preparation and transition activities</i>		

**Part 5. Administrative Capabilities (7 points)**

- Please identify staff responsible for each component of the proposed program, including direct services and administrative personnel. Please discuss staff qualifications, skills, and experience working effectively with youth and implementing the proposed services.
- Please describe the facilities that will be used including location of classes and other services, accessibility to persons with disabilities, and any and all equipment or resources that will be available to youth.
- If you propose to sub-contract any services to another organization, describe what services will be provided and by whom, how you will manage and oversee those services, and how accountability will be ensured

**Part 6. Budget Narrative (not considered part of the 12-page narrative limit) (7 points)**

- Please provide a budget summary and budget narrative outlining the costs, including in-kind related to your program (*Please see Attachment F for the Budget Summary & Budget Narrative templates*)

**Part 7. Copy of organization/school district most recent financial audit (submit one copy)**

**PLEASE NOTE:**

- ✓ Do not assume the reviewers know your program! Please thoroughly describe and provide information for all the proposal narrative components.
- ✓ Please submit all questions in writing to [youthdirector@masshireberkshire.com](mailto:youthdirector@masshireberkshire.com). Answers to these questions will be posted within 24 hours in the WIOA FAQ section listed in the *Youth / WIOA Youth Programs section of the BWB website at <https://masshireberkshire.com/youth/youth-programs/>*.

**Attachments**

- **Attachment A:** WIOA Required 14 Program Elements
- **Attachment B:** WIOA Youth Eligibility Criteria
- **Attachment B1:** WIOA Youth Eligibility Documentation
- **Attachment C:** Required Vendor Monthly Reporting Form
- **Attachment D:** Work Experience Guidelines
- **Attachment E:** Individualized Service Strategy (ISS)
- **Attachment F:** Budget Summary & Narrative (to be completed and submitted with proposal)
- **Attachment G:** Certification Regarding Debarment, Suspension and Other Responsibility Matters (to be completed and submitted with proposal)

**ATTACHMENT A**  
**WIOA REQUIRED 14 ELEMENTS**

**\*Not limited to the examples provided\***

**1. Tutoring, Study Skills and Dropout Prevention Strategies**

***TUTORING***

- Actual instruction
- Regular, structured sessions in which individualized instruction occurs
- Scheduled sessions during which youth may drop in for tutoring
- Instruction based on goals derived from the youth's individual service strategy (ISS)
- Qualified instructor
- Assessment to determine if youth is making progress

***STUDY SKILLS***

- Training in a specific study skills model or other test-taking or note-taking strategies
- Teaching the importance of organizing study time
- Instruction in how to organize study time
- Instruction with practice
- Feedback after practice

***DROPOUT PREVENTION STRATEGIES***

- Participation in a program that has evidence that it reduces dropouts
- Placement in an alternative secondary school services setting
- Involvement of families and community
- Individualized approach based on youth's individual needs

**2. Alternative Secondary School**

- Enrolled in GED (HiSet)
- Alternative secondary school services
- Second-chance programs for dropouts and out-of-school youth
- Aligned with school district graduation requirements
- Programs that use small learning communities

**3. Paid and Unpaid Work Experience (Career Exploration, Skill Building)**

***With academic and occupational education components***

- Planned structured learning experiences that take place in a workplace (internships and Job Shadowing, etc.)
- Paid or unpaid work in the private, non-profit, or public sectors
- Summer employment opportunities linked to academic and occupational learning
- Developing work readiness or employability skills in a real workplace setting
- Developing academic or occupational skills as they relate to a workplace
- Subsidized employment
- Paid employment and/or career exploration that is linked to the career or employment goal as stated in the youth's ISS
- Academic and occupational skill training provided in conjunction with employment

4. **Occupational Skills Training**

***Focus on recognized postsecondary credentials & in-demand occupations***

- Short term skills training for a specific occupation
- Training programs that lead to the attainment of a certificate
- Apprenticeship programs
- Training programs that provide skills necessary to enter or advance in a specific occupation
- Related to local labor market need

5. **Leadership Development**

- Exposure to post secondary education opportunities- college visit
- Community volunteering and service learning projects
- Peer centered activities including peer mentoring and tutoring
- Organization and team work training
- Training in decision-making including setting priorities
- Citizenship Training including life skills training, parenting, work behavior and budgeting
- Positive Social Behavior Training

6. **Supportive Services**

- Assistance with transportation costs, child care and dependent care costs, housing costs, uniforms or other appropriate work attire, work related tool costs, protective gear
- Linkages to community services such as medical services, counseling services, dental and optical services

7. **Adult Mentoring**

- Participation in mentoring programs such as Big Brothers Big Sisters
- Virtual adult mentoring via e-mail, teleconferencing, or other electronic communication
- Long-term, structured programs that provide training and support to mentors and youth
- Adult mentoring programs that foster career awareness or positive social behaviors
- Supplementing adult mentoring activities with additional materials and resources

8. **Follow-up Services**

***Provided by vendor with support from region's follow-up services provider***

**May include one or more of these activities for a minimum of 12 months:**

- Leadership development and supportive service activities
- Regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise
- Assistance in securing better paying jobs, career development, and further education
- Work-related peer support groups
- Adult mentoring
- Tracking the progress of youth in employment after training

**9. Comprehensive guidance and counseling**

- Drug and alcohol counseling
- Mental health counseling/therapy
- Career counseling
- Educational counseling
- Supplementing guidance and counseling activities with additional materials and resources

**10. Integrated education and training for a specific occupation or cluster**

- School-based & postsecondary Career Pathway programs with integrated career awareness, exploration and immersion activities
  - Vocational / CVTE Programs
  - Academy Programs
- Partnered business-education training programs serving youth ages 14-24

**11. Financial Literacy Education**

- Financial literacy workshops provided by business representatives at worksites or community agencies
- Work readiness sessions/workshops that include financial literacy lessons
- Financial literacy training provided by host supervisors as part of on-site job training

**12. Entrepreneurial Skills Training**

- School-based & post-secondary entrepreneurial programs
- Entrepreneurial workshops, sessions and programs offered to youth population ages 14-24 by a community agency

**13. Services that provide Labor Market Information**

*About in-demand industry sectors and occupations*

- As part of a Career Exploration program or thorough individual counseling/guidance
- LMI sites include
  - MassHire 360 - <https://portal.ma.cis360.org/>
  - Career OneStop - [www.careeronestop.org/](http://www.careeronestop.org/)
  - Occupational Information Network - [www.onetonline.org/](http://www.onetonline.org/)

**14. Postsecondary preparation and transition activities**

- College / Training Program visits & fairs
- Financial Aid workshops & planning
- Bridge Programs; Secondary school and college 'linkage' programs
- Dual Enrollment & Articulation agreements

**ATTACHMENT B**  
**WIOA YOUTH ELIGIBILITY CRITERIA**

**OUT-OF-SCHOOL YOUTH**

(a) Not attending any school

*\* An individual who is enrolled and attending a secondary or post-secondary educational program is considered in-school unless the individual attends a high school equivalency program in which case the individual is considered out-of-school.*

(b) Not younger than 16 or older than age 24 at time of enrollment. *Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program;* and

(c) One or more of the following:

(1) A school dropout;

(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. *School year calendar quarter is based on how a local school district defines its school year quarters;*

(3) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner;

(4) An individual who is subject to the juvenile or adult justice system;

(5) A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement;

(6) An individual who is pregnant or parenting;

(7) An individual with a disability;

(8) A low-income individual (including those that reside in a high poverty area) who requires additional assistance to enter or complete an educational program or to secure or hold employment. This includes youth who fall within the following locally approved categories:

- *Scores below proficient (including needs improvement range) in ELA, Math or Science on the MCAS exam / state educational test (i.e. PARC)*
- *Determined by a medical professional as being substance dependent*
- *Receiving mental health services*
- *Affiliated or at-risk of affiliation with gang activity*

**ATTACHMENT B**  
**WIOA YOUTH ELIGIBILITY CRITERIA**

**IN-SCHOOL YOUTH**

(a) Attending school

*\*Youth Build and Job Corp Programs are not considered schools*

(b) Not younger than 14 or older than 21 at the time of enrollment;

(c) Be low income:

- includes youth who receive or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act
- includes youth who reside in a designated high poverty area

(d) Have one or more of the following barriers as provided in WIOA section 129(a)(1)(C)(iv):

(1) Basic skills deficient;

(2) An English language learner;

(3) An offender;

(4) A homeless youth or a runaway, in foster care or has aged out of the foster care system;

(5) Pregnant or parenting;

(6) A youth who is an individual with a disability;

(7) An individual who requires additional assistance to complete an educational program or to secure or hold employment. This includes youth who fall within the following locally approved categories:

- *Scores below proficient (including needs improvement range) in ELA, Math or Science on the MCAS exam / state educational test (i.e. PARC)*
- *Determined by a medical professional as being substance dependent*
- *Receiving mental health services*
- *Affiliated or at-risk of affiliation with gang activity*

***WIOA section 129(a)(3)(B) states that in each local area not more than 5 percent of the ISY may be eligible under the Requiring Additional Assistance barrier.***

**ATTACHMENT B**  
**WIOA YOUTH ELIGIBILITY CRITERIA**  
**INCOME GUIDELINES**

*\*Berkshire Training and Employment Inc. will assist awarded program vendors on determining income eligibility of participants\**

**A low-income individual is an individual who:**

- Receives, or in the past 6 months received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program (SNAP), or the supplemental security income program established under Title XVI of the Social Security Act, or State or local income-based public assistance;
- Is in a family with total income that does not exceed the higher of –
  - (I) The poverty line; or;
  - (II) 70 percent of the lower living standard income level;
- A homeless individual;
- Receives or is eligible to receive free or reduced price lunch;
- A foster child on behalf of whom State or local government payments are made;
- An individual with a disability whose own income meets the low-income level for eligibility purposes;
- A youth who resides in a High Poverty Area.

**In each local area not more than 5 percent of “covered individuals” may be persons that are not low income.**

**2026 Poverty Income Guidelines**  
**Published by the Department of Health & Human Services**

100% of the Federal Poverty Level Guidelines

Family Size	Annual	Monthly	Weekly
1	\$15,960	\$1,330	\$307
2	\$21,640	\$1,803	\$416
3	\$27,320	\$2,277	\$525
4	\$33,000	\$2,750	\$635
5	\$38,680	\$3,223	\$744
6	\$44,360	\$3,697	\$853
7	\$50,040	\$4,170	\$962
8	\$55,720	\$4,643	\$1,072
Each Add'l	5,680	\$473	\$109

*Federal Register Published January 15, 2026; Document Citation: 91 FR 1797; pages 1797-1798s; Document Number: 2026-00755*

*2025 Lower Living Standard Income Levels – 100% level*

<b>2025 100% Lower Living Standard Income Levels (LLSIL)</b> <b>As determined by U.S. Department of Labor</b> <b>Effective 2025</b>			
<b>Family Size</b>	<b>Boston-Brockton-Nashua, MA/NH/ME/CT</b>	<b>Northeast Metro</b>	<b>Northeast Non-Metro *</b>
1	\$21,730	\$20,032	\$19,496
2	35,613	32,830	31,958
3	48,898	45,058	43,872
4	60,350	55,623	54,147
5	71,224	65,646	63,905
6	83,288	76,764	74,723
Over 6 Increment	12,064	11,118	10,818

*2025 Lower Living Standard Income Levels – 70% level*

<b>2025 70% Lower Living Standard Income Levels (LLSIL)</b> <b>As determined by U.S. Department of Labor</b> <b>Effective 2025</b>			
<b>Family Size</b>	<b>Boston-Brockton-Nashua, MA/NH/ME/CT</b>	<b>Northeast Metro</b>	<b>Northeast Non-Metro *</b>
1	\$15,211	\$14,022	\$13,647
2	24,929	22,981	22,371
3	34,229	31,541	30,710
4	42,245	38,936	37,903
5	49,857	45,952	44,734
6	58,302	53,735	52,306
Over 6 Increment	8,445	7,783	7,572

## **HIGH POVERTY AREA DETERMINATION**

In accordance with WIOA sec. 129 (a)(2) and 20 CFR §681.260, a youth who lives in a High Poverty Area is automatically considered to be a low-income individual. A High Poverty Area is a Census Tract, a set of contiguous Census Tracts, Indian Reservation, tribal land, or Native Alaskan Village or county that has a poverty rate of at least 30 percent as set every 5 years using American Community Survey 5-Year data.

All In-School Youth and certain Out-of-School Youth who: (a) have a secondary diploma or it's recognized equivalent and are either basic skills deficient or an English language learner; or (b) require additional assistance to enter or complete an educational program or to secure or hold employment must be low-income to be eligible for WIOA program services. In-School Youth and the aforementioned Out-of-School Youth who live in a High Poverty Area are considered low-income.

Please click [HERE](#) to determine whether youth live in a "High Poverty Area" for the purposes of satisfying the low-income eligibility criterion.

*\*Berkshire Training and Employment Inc. will assist awarded vendors with this process and will maintain all eligibility documentation for all WIOA youth participants\**

## **ADDITIONAL ELIGIBILITY INFORMATION**

### **U.S. Citizenship or Authorization to Work in the United States if a Non-U.S. Citizen**

Eligible youth must also be a citizen or national of the United States, lawfully admitted permanent resident alien, refugee, asylee, and parolee, and other immigrant authorized by the Attorney General to work in the United States. §188(a)(5)

### **Selective Service**

Individuals participating in any WIOA funded program or activity must be in compliance with the Military Selective Service Act. All born males who at the time of enrollment are between the ages of 18 and 26 must register for Selective Service (50 U.S.C. App. 453). Males who are enrolled in WIOA funded programs or activities prior to turning 18 years of age must register for Selective Service when they turn 18 years of age in order to continuing participation in WIOA funded activities.

### **Gender Change and Selective Service**

#### **FOR FEMALE TO MALE (FTM) INDIVIDUALS**

People who were assigned female at birth are not required to register with the Selective Service regardless of their current gender or transition status. A male who was assigned female at birth may provide an exemption from registering with Selective Service when applying to a WIOA funded program. A Status Information Letter (SIL) to prove exemption from registering with Selective Service can be requested. Individuals can visit the Selective Service website (<https://www.sss.gov/>) or Call: 847-688-6888 or toll-free: 888-655-1825 to obtain an SIL request form.

**FOR MALE TO FEMALE (MTF) INDIVIDUALS**

People who were assigned male at birth are required to register with the Selective Service within thirty days of their eighteenth birthday. This includes those who may have transitioned before or since then. Individuals can register on-line for Selective Service by visiting the Selective Service link below:

<https://www.sss.gov/>

Pursuant to the USDOL policy that final decisions for disbursing federally financed domestic benefits, services, rights, or training, rests solely with the provider agencies that disburse them, the local Title I operator is responsible for determining if an individual seeking services under Title I meets Selective Service requirements. As such, the Title I operator must determine for any Title I applicant who was required to register with Selective Service and failed to do so, whether that failure was knowing or willful. It is the responsibility of the individual to demonstrate that such failure to register was not knowing or willful. All such determinations must be documented in the participant’s case file. DOL TEGL 8-98 issued 11/4/98.

**ATTACHMENT B1  
YOUTH ELIGIBILITY DOCUMENTATION**

*\*Berkshire Training and Employment Inc. will assist awarded program vendors with eligibility documentation\**

<b>ELIGIBILITY CRITERIA</b>	<b>SOURCES OF DOCUMENTATION</b> (Only one of the following is required for each criterion. See also alternate forms.)
<b>YOUTH ELIGIBILITY REQUIREMENTS</b>	
Birth Date/Age	<ol style="list-style-type: none"> <li>1. Baptismal Record</li> <li>2. Birth Certificate</li> <li>3. DD-214, Report of Transfer or Discharge Paper</li> <li>4. Driver’s License (with Photo and Date of Birth)</li> <li>5. Federal, State or Local Government Identification Card that includes a birth date</li> <li>6. Selective Service Card</li> <li>7. Hospital Record of Birth</li> <li>8. Passport (as long as the passport includes the date of birth)</li> <li>9. Public Assistance\Social Service Records</li> <li>10. School Records\Identification Card</li> <li>11. Unexpired Alien Registration Card/Documents indicating authorization to work in the Unites States I-179, I-197, I-551, I-688, I-688A, I-688B, I-766, Certificate of Naturalization (Form N-565 or N-570), I-94 Arrival/Departure Form</li> </ol>
U.S. Citizenship <i>or</i> Authorization to Work in the United States if a non-U.S. Citizen	<ol style="list-style-type: none"> <li>1. U.S. Baptismal Certificate (if place of birth is shown)</li> <li>2. U.S. Birth Certificate</li> <li>3. U.S. Hospital Record of Birth</li> <li>4. U.S. Passport (either current or expired)</li> <li>5. Non-Restricted Social Security Card AND Government Issued Identification</li> <li>6. Certificate of Naturalization (Form N-565 or N-570) Unexpired Alien Registration Card/Documents indicating authorization to work in the Unites States (INS Forms I-179, I-197, I-327, I-551, I-571, I-</li> </ol>

	<p>688, I-688A, I-688B, I-766, an unexpired I-94 Arrival/Departure form that includes an endorsement (stamped) of the individual's status as authorized to work in the United States when accompanied with an unexpired temporary foreign passport that has the same name as the I-94, an unexpired temporary foreign passport stamped with an I-155 Work Authorization stamp</p> <p>7. Native American Tribal Document</p>
Selective Service Registrant	<p>1. DD-214, Report of Transfer or Discharge</p> <p>2. Selective Service Online Verification at <a href="http://www.sss.gov">http://www.sss.gov</a> (printout)</p> <p>3. Selective Service Registration Acknowledgement Card</p> <p>4. Selective Service Status Information Letter</p> <p>5. Selective Service Registration Record (Form 3A)</p> <p>6. Stamped Post Office Receipt of Registration</p> <p>7. Certificate of Naturalization (indicates compliance with all Selective Service requirements)</p> <p>8. U.S. Passport (for non-U.S. born customers, only)</p>
<b>YOUTH ECONOMIC ELIGIBILITY</b>	
<b>ELIGIBILITY CRITERIA</b>	<b>ACCEPTABLE DOCUMENTATION</b>
Individual/Family Income (Individual/ Family Income must be documented within 6 months prior to enrollment)	<p>1. Alimony Agreement</p> <p>2. Award letter from Veterans Administration</p> <p>3. Bank Statements (Direct Deposits)</p> <p>4. Compensation Award Letter</p> <p>5. Court Award Letter</p> <p>6. Employer Statement/Contact</p> <p>7. Business Financial Records</p> <p>8. Housing Authority Verification</p> <p>9. Pay Stubs</p> <p>10. Pension Statement</p> <p>11. Quarterly Estimated Tax for Self-Employed Persons</p> <p>12. Social Security Benefits</p> <p>13. Unemployment Insurance Documents</p> <p>14. Written statement from other Federal, State or Local agency</p> <p>15. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</p> <p>16. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</p> <p>17. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</p>
Individual Status/Family Size	<p>1. Birth Certificate</p> <p>2. Decree of Court</p> <p>3. Disabled (See "Individuals with Disabilities" below)</p> <p>4. Divorce Decree</p> <p>5. Lease or Landlord Statement</p> <p>6. Marriage Certificate</p> <p>7. Medical Card</p> <p>8. Public Assistance/Social Service/Public Housing Agency Records</p> <p>9. Applicant Statement if no other forms of documentation</p>

	<p>are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</p> <p>10. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</p> <p>11. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</p>
Cash Public Assistance	<ol style="list-style-type: none"> <li>1. Copy of Authorization to Receive Cash Public Assistance</li> <li>2. Copy of Public Assistance Check</li> <li>3. Medical Card showing Cash Grant Status</li> <li>4. Public Assistance Identification Card showing Cash Grant Status</li> <li>5. Public Assistance Records/Printout/Master File</li> </ol>
Supplemental Nutrition Assistance Program (SNAP)	<ol style="list-style-type: none"> <li>1. Current authorization to obtain SNAP</li> <li>2. SNAP Card with current date</li> <li>3. Public Assistance Records/Printout</li> </ol>
Free or Reduced School Lunch	<ol style="list-style-type: none"> <li>1. Verification from School</li> </ol>
High Poverty Area	<ol style="list-style-type: none"> <li>1. Poverty Threshold Census Tract Database Print Out</li> </ol>
Homeless (Income verification not required)	<ol style="list-style-type: none"> <li>1. Written Statement from an Individual Providing Temporary Residence</li> <li>2. Written Statement from Shelter/Social Service Agency</li> <li>3. Mckinney Vento Homeless Act Authorization Form</li> <li>4. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> <li>5. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Foster Child – Department of Children and Family Services (Income verification not required)	<ol style="list-style-type: none"> <li>1. Documentation of Court Contact</li> <li>2. Court Documentation</li> <li>3. Medical Card</li> <li>4. Verification of Payments made on Behalf of the Child</li> <li>5. Written Statement from State/Local Agency</li> <li>6. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>7. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
<b>YOUTH BARRIERS FOR ELIGIBILITY</b>	
<b>ELIGIBILITY BARRIERS</b>	<b>ACCEPTABLE DOCUMENTATION</b> (Only one of the following is required for each criterion)
Basic Skills Deficient	<ol style="list-style-type: none"> <li>1. Assessed by a Generally Accepted Standardized Test</li> <li>2. School Records</li> </ol>
School Dropout	<ol style="list-style-type: none"> <li>1. Attendance Letter from school</li> <li>2. Dropout Letter from school</li> <li>3. Eligibility Verification Letter from a recognized community or youth organization (if other documents are not available)</li> <li>4. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> </ol>

	<ol style="list-style-type: none"> <li>5. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Within Compulsory School Age and has Not Attended School in the Most Recent Complete School Year Calendar Quarter	<p>*Compulsory school age in Massachusetts is 6-16 years of age.</p> <ol style="list-style-type: none"> <li>1. Attendance letter from school</li> <li>2. Letter from school official stating youth school status</li> <li>3. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> <li>4. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>5. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Recipient of Secondary School Diploma or its Recognized Equivalent who is Low-Income and Basic Skills Deficient or an English Language Learner	<ol style="list-style-type: none"> <li>1. Copy of Secondary School Diploma or equivalent and provide proof of either; <ol style="list-style-type: none"> <li>a. Basic Skills Deficiency or;</li> <li>b. English Language Learner</li> </ol> </li> </ol>
Subject to the Juvenile or Adult Justice System – Department of Youth Services (In-School Youth’s Own Income Must be Considered)	<ol style="list-style-type: none"> <li>1. Documentation of Court Contact</li> <li>2. Court Documentation</li> <li>3. Verification of Payments made on Behalf of the Child</li> <li>4. Written Statement from State/Local Agency</li> <li>5. Agency Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>6. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Homeless or Run-away	See “Homeless” in Economic Eligibility above
Foster Child	See “Foster Child” in Economic Eligibility above
Pregnant or Parenting	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Hospital Record of Birth</li> <li>3. Medical Card</li> <li>4. Physician’s Note</li> <li>5. Referrals from Official Agencies</li> <li>6. School Program for Pregnant Teens</li> <li>7. School Records</li> <li>8. Statement from Social Services Agency</li> <li>9. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> <li>10. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>11. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Individual with Disabilities (In-School Youth’s Own	<ol style="list-style-type: none"> <li>1. Letter from Drug or Alcohol Rehabilitation Agency</li> <li>2. Letter from Child Study Team Stating Specific Eligibility</li> </ol>

Income Must be Considered)	<ol style="list-style-type: none"> <li>3. Medical Records</li> <li>4. Observable Condition</li> <li>5. Physician Statement</li> <li>6. Psychiatrist's/Psychologist's Diagnosis</li> <li>7. Rehabilitation Evaluation</li> <li>8. School Records</li> <li>9. Sheltered Workshop Certification</li> <li>10. Social Service Records\Referral</li> <li>11. Social Security Administration Disability or Veterans Admin. Records</li> <li>12. Vocational Rehabilitation Letter</li> <li>13. Workers Compensation Record</li> <li>14. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> <li>15. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>16. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Offender (In-School Youth's Own Income Must be Considered)	<ol style="list-style-type: none"> <li>1. Court Documents</li> <li>2. Halfway House Resident</li> <li>3. Letter of Parole</li> <li>4. Letter from Probation Officer</li> <li>5. Police Records</li> <li>6. Applicant Statement if no other forms of documentation are available – must be supported with a corroborative contact or reliable witness (see Attachment C instruction)</li> <li>7. Telephone verification if other forms of documentation are not readily available (see Attachment C instruction)</li> <li>8. Document Inspection if provided document cannot be legally photocopied (see Attachment C instruction)</li> </ol>
Low-Income Individual who Requires Additional Assistance	<ol style="list-style-type: none"> <li>1. Proof of low-income status and meets the local definition of Requires Additional Assistance.</li> </ol>
English Language Learner	<ol style="list-style-type: none"> <li>1. Letter from school official</li> <li>2. Statement from recognized community youth organization.</li> <li>3. School Assessment</li> </ol>
<p><b>5% Exception – for youth who do not meet the minimum income criteria. Not more than 5% of “Covered Individuals” in each local area may be individuals who do not meet the income criteria.</b></p>	
Covered Individuals	<ol style="list-style-type: none"> <li>1. In-School Youth who is not low-income.</li> <li>2. Out-of-School Youth who meet one of the following conditions: <ul style="list-style-type: none"> <li>• Recipient of a secondary school diploma or its recognized equivalent who is basic skills deficient or an English language</li> </ul> </li> </ol>

	<p>learner who is not low-income.</p> <ul style="list-style-type: none"><li>• Individual who requires additional assistance to enter or complete an educational program or to secure or hold employment who is not low-income.</li></ul>
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**ATTACHMENT C  
VENDOR MONTHLY REPORTING FORM**

**Berkshire Training & Employment Inc.  
Workforce Innovation & Opportunity Act (WIOA) Title I Youth Programming  
Monthly Reporting Form: Email [kskrocki@masshireberkshirecc.com](mailto:kskrocki@masshireberkshirecc.com) the 15<sup>th</sup> of every month**

<b>Name (Print): Last, First</b>	<b>Phone Number</b>	<b>Address</b>	<b>Job Site</b>	<b>Current Grade Level</b>	<b>Youth Barrier</b>	<b>Monthly Status Update <i>What is student/youth doing? Provide general description. Each Month of progress at work site or changes in program</i></b>	<b>Hours Worked</b>	<b>HS Graduation date</b>	<b>Post-Secondary Training Info (school name, start date... What is the student doing after graduation etc.)</b>

## ATTACHMENT D WORK EXPERIENCE GUIDELINES

The MassHire Berkshire Workforce Board (BWB) and Berkshire Training and Employment Inc. (BTE) require employers serving as host worksites under the Workforce Innovations & Opportunities Act, Youth Works and additional at-risk youth programming adhere to the following regulations:

- *Prior to youth program implementation, all worksite supervisors and program vendors must attend an Employer Orientation session outlining all programmatic regulations including utilization of the Massachusetts Work-Based-Learning Plan, child labor law and safety information.*
  
- *All host employers must read and sign a Training & Worksite Agreement prior to youth program implementation.*
  
- *All child labor laws, legal work hours and break times must be adhered to according to federal and state regulations. Any violation of these laws will result in the immediate removal of youth participant(s) from the worksite and future participation will be jeopardized.*
  
- *Youth work experiences must be conducted between the hours of 7a.m.- 5 p.m. Monday through Friday to ensure program staff are available in the event any emergencies arise. Individualized requests for youth to work night and weekend hours will be considered based on program staff availability and must be documented and approved by the BWB and BTE before the employment experience begins.*
  
- *Youth are not permitted, under any circumstances, to travel with their employers in-state and/or out-of-state for recreational purposes. Any travel required for work related purposes must be documented and approved by BWB and BTE before the employment experience begins.*
  
- *All worksite supervisors must utilize the [Massachusetts Work-Based-Learning Plan](#) to assess the basic and job specific skills of youth participants.*

**ATTACHMENT E  
INDIVIDUALIZED SERVICE STRATEGY**

*\*Initiated and maintained by BTE and program vendors for all WIOA enrolled youth\**

## Youth Individual Service Strategy (ISS) for WIOA Youth Services

Youth Name: _____	Date: _____
DOB: _____	ID#s*: _____
Address: _____	Phone: _____
Email: _____	Staff: _____

\*Do not use social security number for participant I.D.

**Framework of an ISS:**

- ▶ Directly linked to one or more indicators of performance
- ▶ Based on the objective assessment
- ▶ Identifies a career pathway that includes education and employment goals

<b>Brief Assessment Overview</b>		
<i>Identify personal, educational, occupational, financial, medical, childcare, transportation, housing, food/nutrition</i>		
Assessment Area	Assessment Tool Used Including Dates	Description of Results
Academic Levels		
Basic Skills		
Service Needs		
Interests and Aptitudes		
Work Experience		

Strengths	Challenges (Barriers)	Service/Resource/Partner Agency Referral

<b>Goals</b>			
<i>Identify personal, educational, and occupational short- and long-term goals</i>			
Goal Type	Short-Term Goal	Long-Term Goal	Performance Indicator(s) Goal is Linked To
Educational Goal			
Occupational/Employment			

<b>Goal</b>				
<b>Personal/Social Goal</b>				
<b>Program Elements Needed to Achieve Goal</b> <i>Youth are required to have access to all fourteen WIOA Youth program elements. Please select elements based on needs identified on the participant's objective assessment.</i>				
<b>Improving Educational Achievement</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Tutoring: study skills training, and instruction leading to secondary school completion, including dropout prevention strategies  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Alternative secondary school offerings  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Activities that help youth prepare for transition to postsecondary education and training  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<b>Preparing for and Succeeding in Employment</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Paid & unpaid work experience (summer employment, pre-apprenticeship programs, internships, job shadowing, OJT) with Academic & occupational education  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Labor market & employment information including career awareness, career counseling, and career exploration services  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Education offered concurrently with workforce preparation and training for a specific occupation				<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Action Steps/Referrals:</i>  <i>Comments:</i>				<i>Explain:</i>
<b>Preparing for and Succeeding in Employment</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Occupational skills training  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Entrepreneurial skills training  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<b>Supporting Youth</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Supportive services  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Adult mentoring  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Comprehensive guidance & counseling (may include drug & alcohol abuse counseling & referral)  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<input type="checkbox"/> Follow-up  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<b>Developing the Potential of Young People as Citizens &amp; Leaders</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Leadership development opportunities/ Opportunities to develop social behaviors, other soft skills, and leadership opportunities				<input type="checkbox"/> Yes <input type="checkbox"/> No

<i>Action Steps/Referrals:</i>  <i>Comments:</i>				<i>Explain:</i>
<b>Developing the Potential of Young People as Citizens &amp; Leaders</b>	<b>Date Opened</b>	<b>Projected End Date</b>	<b>Actual End Date</b>	<b>Successful Completion</b>
<input type="checkbox"/> Financial literacy  <i>Action Steps/Referrals:</i>  <i>Comments:</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No  <i>Explain:</i>
<b>Potential Barriers to Goal Achievement:</b>				
<b>Case Notes/ISS Review Updates:</b> <i>Include any progress, such as but not limited to measurable skill gains, other goal completions</i>				

<b>Individual Service Strategy Updates</b>		
<b>Date</b>	<b>Case Note Update</b>	<b>Youth and Case Manager Initials</b>

## ISS for WIOA Youth Services

Youth Name: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_ ID\*: \_\_\_\_\_

\*Do not use social security number for participant ID.

### **Youth and Case Manager Agreements:**

#### **For Youth - I agree to:**

- ▶ Contact my Case Manager monthly or as often as necessary to update my progress on this plan. I understand that my case can be closed if I go 90 days without participating in a service.
- ▶ Let my Case Manager know of any problems which would cause changes to any activities or interfere with completing the plan.
- ▶ Seek, accept and maintain employment that meets my planned goal(s) as stated above.
- ▶ Contact my Case Manager when I become employed, and provide all necessary information pertaining to the job.
- ▶ Stay in contact with my Case Manager for up to a year after exiting the program to maintain and support meeting my goals.

#### **For the Case Manager – I agree to:**

- ▶ Assist with the appropriate career guidance, training and supportive services.
- ▶ Coordinate with other agencies and programs to help you obtain needed services.
- ▶ Monitor your participation and progress in the activities above.
- ▶ Assist you in your search for employment.
- ▶ Maintain contact with you for up to one year after you obtain employment for employment retention and career advancement purposes.

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date of 1<sup>st</sup> Review

\_\_\_\_\_  
Date of 1<sup>st</sup> Review

\_\_\_\_\_  
Youth Signature

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date of 2<sup>nd</sup> Review

\_\_\_\_\_  
Date of 2<sup>nd</sup> Review

**ATTACHMENT F  
BUDGET SUMMARY & BUDGET NARRATIVE**

**BUDGET SUMMARY BY CATEGORIES**

<b>LINE ITEM</b>	<b>GRANT REQUEST</b>	<b>INKIND</b>	<b>TOTAL</b>
<b>Personnel</b>			
<i>Salaries and Wages</i>			
<i>Fringe Benefits</i>			
<b>Total Personnel</b>			
<b>Staff Travel</b>			
<b>Contracted Services</b>			
<b>Operating Costs</b>			
<i>Rent</i>			
<i>Supplies</i>			
<i>Printing</i>			
<i>Communications</i>			
<i>Postage</i>			
<i>Equipment</i>			
<i>Equipment Rental / Repair</i>			
<i>Other</i>			
<i>Other</i>			
<i>Other</i>			
<b>Total Operating Costs</b>			
<b>Youth Work Experience</b>			
<i>Wages</i>			
<i>Workers Comp &amp; FICA</i>			
<i>Other</i> <i>(staffing for employer engagement, work readiness training, etc.)</i>			
<b>Total Work Experience</b> <i>At least 20% of total request;</i>			
<b>Youth Support Services</b> <i>(HiSet, transportation costs, etc).</i>			
<b>Administrative Costs</b>			
<b>OTHER</b>			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## **BUDGET NARRATIVE**

*Please provide a detailed description of each of the requested line items including in-kind contributions.*

### **GRANT REQUEST**

**Personnel**

**Staff Travel**

**Contracted Services**

**Operating Costs**

**Youth Work Experience**

*At least 20% of total request*

**Youth Support Services**

**Administrative Costs**

**Other**

**Attachment G**  
**Certification Regarding Debarment, Suspension and Other Responsibility Matters**  
**Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register [Pages 19160-19211].

**BEFORE SIGNING THE CERTIFICATION, PLEASE READ THE INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION**

1. The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public [Federal, State or local] transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity [Federal, State or local] with the commission of any of the offenses enumerated in paragraph [1] [b] of this certification; and
  - d. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State or local) terminated for cause or default;
  
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
NAME AND TITLE OF AUTHORIZED SIGNATORY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE