

Innovations Committee

May 4, 2023

10:30 A.M.

[Click here for Zoom Link](#)

Meeting ID: 853 8914 0404

Passcode: 088741

Telephone Number: +1 312 626 6799



**Northern Middle Tennessee
Workforce Board Inc.**

Agenda

Welcome

Call the Meeting to Order

Approval of Minutes

Business Reports:

1. CSP Provider Update
 - a. Federal Performance
2. Eligible Training Provider Requests
3. Procurement Policy Revisions
4. Innovation-Programs and Grants
 - a. Adult Education Proposals
 - b. Senior Community Services Employment Program
 - c. Summer Youth
 - d. Funding Outlook

Adjourn

Members:

Seth Thurman (Chair)

Anne Fugate

Tony Adams

Richie Brandon

Selittia Johnson

Jessica Largen

John Alexander

Greg Jones

Complete zoom link: <https://us02web.zoom.us/j/85389140404?pwd=SVNrZm1iRzhwOWpqZkd1QTR4NU9qZz09>



**DRAFT UNTIL
APPROVED**

**Northern Middle Tennessee Workforce Board
Innovation Committee
Meeting Minutes
January 31, 2023, via Zoom 9:00 AM**

Members Attending	Members Absent	Staff & Guests Attending
Seth Thurman	Richie Brandon	Marla Rye
Anne Fugate	Jessica Largen	Andrea Dillard
Tony Adams		Kim Rye
Tylesha McCray		Meagan Dobbins
John Alexander		Ginger Fussell
Greg Jones		Sherry Maynard

The Northern Middle Tennessee Workforce Innovation Committee met via Zoom on January 31, 2023. Attendance was taken, and a quorum declared. Seth Thurman, committee chair, called the meeting to order.

Seth called for review and approval of the minutes. Tony Adams motioned, and John Alexander seconded. With no other discussion, the minutes were approved unanimously. He turned the meeting over to Marla Rye, who then asked Andrea Dillard to give a service provider update.

Contract Service Provider Update

Andrea Dillard began by giving an update on the performance of EDSI. EDSI is exceeding their enrollment for Adults and Dislocated Workers. They exceeded their youth enrollment goal last quarter but have not met it for Quarter 2, which ended December 30. They continue to struggle with exits which makes their caseload too high. They are given specific exit goals to meet to exit the cases they have carried over, plus the ones they accrue through enrollment. For the last two quarters, they have not met their exit goals. Of the participants, who have exited in Adults/Dislocated Worker and Youth, they are exiting at a positive rate which means they are working. EDSI is meeting the placement wage goal and MPCR for Adult/Dislocated Worker but didn't achieve their Youth goal for MPCR. They are meeting the Youth Work Experience and In-School Youth Ratio goals.

MAC did not meet its enrollment goals for the first quarter but exceeded them for the second quarter ending December 30. They exceeded their exit and positive exit goals, but of the number of actual exits achieved, many of them are exited without going to work. MAC needs to improve on exiting their participants positively. They are meeting their placement wage goal but not meeting their MPCR. They exceeded their work experience goal but did not meet their in-school youth ratio goal.

Andrea updated the committee regarding the three new youth contract providers. Jobs for Tennessee Graduates have exceeded their enrollment goal. Monroe Harding has increased their enrollments since the last meeting was held. They are struggling with expenditures and allowable costs. Liberty Station is improving. They increased their enrollments and better understood expenditures and allowable costs. These contractors do not have any exits that need to be monitored yet.

Next, Andrea reviewed the Federal Performance measures. She brought to their attention that last quarter the 4th Quarter after Exit measure was failing, but when it was finalized, it rose to a passing score. The same measure for the second and third quarters is passing at 100%. All other measures have a passing score of either 90% or 100% of the goal.

Currently, the chart says we are failing the measurable skills gain, but this is the only performance measure that can be improved throughout the year. Andrea confidently said that it would be passing by the end of the quarter due to data being added throughout the quarter.

Eligible Training Provider Requests

Andrea presented the Eligible Training Provider List and twelve providers are requesting to be added to the list. Meagan ran placement data information and determined the average earnings for the program certification. Most of these meet the required wages and have bright outlooks. Most of these programs also match the six industry sectors. The state asked Andrea and the team to wait on creating local policies as they felt the policies they are working on would address all the issues and questions about eligible programs. Marla added that if any program was denied at this point, the provider could appeal the decision, and the state would approve them based on their current, more lenient policy.

Andrea explained that Austin Peay is increasing the cost of the Project Management Professional Exam Prep Boot Camp by 51%. Nashville State Community College is requesting to be reinstated because they were deactivated due to no enrollments for the last two years. They currently have a participant waiting to be enrolled.

Greg Jones motioned to approve the changes to the ETPL, as Andrea has explained them. Tylesha McCray made the second. With no further discussion, the committee approved the changes.

Andrea then presented a youth incentive policy change to the committee. The changes they are requesting are to add additional incentives for students who obtain higher GPAs or enroll in post-secondary education. The committee will review the policy changes and let Andrea know if they have questions.

Innovation-Programs and Grants

Marla informed the committee that an \$80K justice-involved grant was applied for and awarded to us. We plan to partner with Vol State Community College and Nashville State to provide industrial readiness training in Sumner County. The program is set to start on March 13, 2023, with 20 individuals. They are working on getting employers involved on the front end and agree to hire individuals once they graduate and give the participants a smooth transition.

Marla told the committee that the state had set a goal to increase the Labor Force Participation Rate by 2% across TN. The state LFPR is 58.8%, and the national average is 61.9%. Most of our counties are higher than the state and national average. The four counties below are Humphreys, Montgomery, Houston, and Stewart. It is thought that soldiers who retire and are younger than 64 bring Montgomery county's average down, and military spouses who stay home with children while their partner is working or deployed. If we are to raise the unemployment percentage, then a different approach to the delivery of services needs to occur.

Marla informed the committee that after meeting with the executive committee, it had been decided to ask the state to run a pilot project focusing on employment first. This plan has a work-first approach where the AJCs would act as a temporary staffing agency and the Board staff can interact more directly with the service providers and the county mayors. Since this will be a labor-intensive project, they will also ask to waive the minimum participant cost rate. The strategy is to increase the staff at the AJCs in the four lowest counties to act more as a direct placement mechanism. A regional OSO will provide some firewall protection. They would be there for the career service provider employees to report to if there is an issue, and the regional OSO would report to the Upper Cumberland Board and not go through our Board. Upper Cumberland would have to rebid for a regional OSO. If the state approves this contract, then EDSI and MAC would be renewed for one year with the option to renew for another year based on their performance. Changing contractors makes meeting the state's guidelines difficult because of the time for them to get their bearings and it would be too much to implement a pilot while assisting new contractors. Additional funding will not be requested but appropriated through the regular allocations. If this pilot project is successful, we would want to deploy this model through all counties.

Marla went on to tell the committee about the Automotive Technician Development Training project. Multiple dealerships across middleTennessee had developed a training program to expedite technican training. The Automotive Technician Development Training Progam has been started and the staff has asked the state for funding for inception. The traing will be provided through the Tennessee College of Applied Technology.

Adjourn

With no other questions, Seth Thurman adjourned the meeting.

EDSI Goals 2022 - 2023										
Matrix:		2022						2023		
		Sep 30 (QTR 1)			Dec. 30 (QTR 2)			Mar. 31 (QTR 3)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	A/DW	220	256	116.36%	220	251	114.09%	330	331	100.30%
	Youth	80	87	108.75%	80	70	87.50%	120	94	78.33%
*Exits	A/DW	176	89	50.57%	176	67	38.07%	264	43	16.29%
	Youth	64	56	87.50%	64	27	42.19%	96	28	29.17%
Positive Exits #		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	150	86	57.49%	150	65	43.3%	224	41	18.3%
	Youth	54	49	90.07%	54	27	50.0%	82	28	34.1%
		Exits	Positive	Percent	Exits	Positive	Percent	Exits	Positive	Percent
**Actual Positive	A/DW	89	86	96.63%	67	65	97.0%	43	41	95.3%
Exit Rate	Youth	56	49	87.50%	27	27	100.0%	28	28	100.0%
Placement Wage		Goal	Actual	Percent	Goal	Actual	Percent	Goal	Actual	Percent
	A/DW	\$ 16.00	\$ 29.97	187.31%	\$ 16.00	\$ 19.90	124.4%	\$ 16.00	\$ 18.56	116.0%
	Youth	\$ 12.00	\$ 16.75	139.58%	\$ 12.00	\$ 19.06	158.8%	\$ 12.00	\$ 19.27	160.6%

MAC Goals 2022-2023										
Matrix:		2022						2023		
		Sep 30 (QTR 7)			Dec. 30 (QTR 8)			Mar. 31 (QTR 9)		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	ISY	21	7	33%	22	37	168.18%	21	16	76.19%
	OSY	15	12	80%	15	18	120.00%	15	17	113.33%
Exits										
(80% of new enrollments)	Youth	29	35	122%	30	59	199.32%	29	22	76.39%
		Positive	Total	Percent	Positive	Total	Percent	Positive	Total	Percent
Positive Placement Rate										
Target 85%	Youth	24	24	100.0%	25	38	152.0%	24	19	126.3%
Placement Wage										
	Youth	\$ 12.00	\$ 13.86	115.5%	\$ 12.00	\$15.70	130.8%	\$ 12.00	\$ 17.52	146.0%

Contractor	Enrollment Goal	Sept. 30 (QTR 1)	Dec. 30 (QTR 2)	March 31 (QTR 3)	Total	%
Jobs for Tennessee Graduates	24	18	10	1	29	121%
Monroe Harding	26	5	10	8	23	88%
Liberty's Station	23	3	5	2	10	43%

**WIOA Federal Reporting Score Card
NORTHERN MIDDLE WORKFORCE BOARD**

PY22 WIOA Core Performance Measures	Targets 100%	Targets 90%	Northern Middle			
			Q1	Q2	Q3	Q4
Adult Measures			PASS	PASS	EST	EST
Exiters			433	488		
Participants Served			1715	1708		
Employment Rate 2nd Quarter after exit	81.5%	73.35%	84.8%	89.6%	89.9%	84.6%
Employment Rate 4th Quarter after exit	80.2%	72.18%	73.3%	80.6%	83.2%	86.0%
Median Earnings 2 nd Quarter after exit	6,900	\$ 6,210	\$ 7,822	\$ 7,962	\$ 8,071	\$ 7,886
Credential Attainment w/in 4 Quarters after exit	69.0%	62.10%	69.4%	68.6%	68.0%	69.2%
Measurable Skills Gains	62.0%	55.80%	66.8%	63.7%	63.5%	50.9%
Dislocated Worker			PASS	PASS		
Exiters			222	188		
Participants Served			598	569		
Employment Rate 2nd Quarter after exit	83.0%	74.70%	90.4%	91.0%	91.7%	86.5%
Employment Rate 4th Quarter after exit	81.0%	72.90%	84.9%	87.1%	88.5%	86.8%
Median Earnings 2 nd Quarter after exit	7,900	\$ 7,110	\$ 10,400	\$ 11,058	\$ 10,516	\$ 9,889
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	60.5%	63.1%	66.0%	64.8%
Measurable Skills Gains	61.2%	55.08%	60.7%	60.6%	60.0%	43.7%
Youth			PASS	PASS		
Exiters			397	430		
Participants Served			1018	1061		
Employment Rate 2nd Quarter after exit	77.5%	69.75%	87.8%	90.8%	93.3%	88.7%
Employment Rate 4th Quarter after exit	76.5%	68.85%	75.7%	79.70%	83.8%	84%
Median Earnings 2 nd Quarter after exit	3,720	\$ 3,348	\$ 6,287	\$ 6,161	\$ 6,091	\$ 6,034
Credential Attainment w/in 4 Quarters after exit	65.0%	58.50%	62.8%	65.1%	67.0%	72.3%
Measurable Skills Gains	54.2%	48.78%	57.8%	53.1%	54.7%	37.9%
GREEN-Passing at 100% of Goal						
YELLOW-Passing at 90% of goal						
Red-Failing at less than 90% of goal						

New Providers Requiring Board Approval for addition to the ETPL										
Provider Name	Provider Main Address	Years in Business	Approval Agency	Approval Documented						Sector Strategy
Coding Dojo, Inc. / Colorado Technical University	3213 West Wheeler Street #217 Seattle, WA 98199	11 Years	National Council for State Authorization Reciprocity Agreements (NC-SARA)	NC-SARA						Information Technology
New Programs Requiring Board Approval for addition to the ETPL										
Provider Name	Provider Main Address	Program ID	Program Name	CIP Code	Total Cost	Job Outlook	Credential Earned	Projected Wage	Program Length	Sector Strategy
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010401	Software Development Online Part-Time Accelerated	110101	\$9,995.00	Bright Outlook Locally & Nationally	Certificate of Completion	\$48.82	18 Weeks	Information Technology
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010404	Cybersecurity Online Part-Time	111003	\$16,995.00	Bright Outlook Locally & Nationally	CompTIA Security+ and CompTIA Cybersecurity Analyst+	\$40.83	24 Weeks	Information Technology
Coding Dojo, Inc.	3213 West Wheeler Street #217 Seattle, WA 98199	1010408	Data Science Online Part-Time	307101	\$13,995.00	Bright Outlook Locally & Nationally	Tableau Certified Data Analyst	\$39.02	20 Weeks	Information Technology
Nossi College of Art	590 Creative Way Madison, TN 37115	1010412	Culinary Arts	120500	\$38,705.00	Bright Outlook Locally & Nationally	AA/AS Degree	\$16.09	6 Semesters	Hospitality
Nossi College of Art	590 Creative Way Madison, TN 37115	1010270	Videography & Filmmaking	500699	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$30.60	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010436	Graphic Design	500409	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$22.70	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010435	Photography	500605	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$17.07	11 Semesters	Fine Arts
Nossi College of Art	590 Creative Way Madison, TN 37115	1010434	Illustration Technologies	500402	\$69,700.00	Bright Outlook Locally & Nationally	Bachelor's Degree	\$11.70	11 Semesters	Fine Arts
Austin Peay State University	601 College Street Clarksville, TN 37044	1010468	Six Sigma Green Belt Exam Prep with Exam (PTBUS3004)	520201	\$2,327.00	Bright Outlook Locally & Nationally	IASSC Lean Six Sigma Green Belt	\$40.39	12 Months	Information Technology
Austin Peay State University	601 College Street Clarksville, TN 37044	1010623	Medical Assistant with Exam (PTIC0008E)	510899	\$3,394.00	Bright Outlook Locally & Nationally	NHA Medical Assistant Certification (CCMA)	\$16.97	3 Months	Healthcare
Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066-3188	1010602	Heavy Equipment Academy	490202	\$1,000.00	Bright Outlook Locally & Nationally	National Center for Construction Education & Research (NCCER)	\$23.19	7 Weeks	Construction
Volunteer State Community College	1480 Nashville Pike Gallatin, TN 37066-3188	1010611	Certified Fiber Optic Technician (CFOT)	141004	\$950.00	Bright Outlook Locally & Nationally	Fiber Optic Technician Certification (CFOT)	\$26.91	3 Days	Construction

Former Programs Requiring Board Approval for ETPL Addition											
Provider Name	Provider Main Address	Program ID	Program Name	CIP Code	Total Cost	Job Outlook	Credential Earned	Projected Wage	Program Length	Sector Strategy	Notes
Tennessee College of Applied Technology at Nashville	100 White Bridge Road Nashville, TN 37209	1010616	Phlebotomy	511009	\$1,426.00	Bright Outlook Locally & Nationally	Certificate of Completion	\$17.99	4 Months	Healthcare	Decreasing program hours
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	96238	Clinical Dental Assistant	510601	\$2,995.00	Bright Outlook Locally & Nationally	Registered Dental Assistant (RDA)	\$18.92	12 Months	Healthcare	Previously removed due to no participation
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	98947	CPC Certified Medical Administrative Assistant with Medical Billing & Coding	519999	\$3,695.00	Bright Outlook Locally & Nationally	Certified Professional Coder & Certified Medical Administrative Assistant	\$17.76	12 Months	Healthcare	Previously removed due to no participation
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	99445	Human Resource Professional	521001	\$2,145.00	Bright Outlook Locally & Nationally	Professional in Human Resources (PHR)	\$47.45	6 Months	Human Resources	Missed program renewal date
Tennessee State University	3500 John A Merritt Blvd Nashville, TN 37209	96308	SSCP Systems Security Certified Practitioner	119999	\$1,745.00	Bright Outlook Locally & Nationally	Systems Security Certified Practitioner (SSCP)	\$40.83	6 Months	Information Technology	Previously removed due to no participation



**State of Tennessee
State Workforce Development Board**

220 French Landing Drive, 4A
Nashville, TN 37243-1002
(615) 741-0409

State Workforce Services Policy Eligible Training Provider

Effective Date: May 15, 2023

Duration: Automatic Annual Renewal Pending Statute Limitations

Purpose:

This policy provides information and direction required under the Workforce Innovation and Opportunity Act of 2014 (WIOA) for training providers on Tennessee's statewide Eligible Training Provider List (ETPL). This policy also builds upon and enhances the Tennessee Department of Labor and Workforce Development's Combined Strategic Plan.

Scope:

- American Job Center Partners
- Fiscal Agent
- Local Workforce Development Board
- One-Stop Operator
- State Workforce Development Board
- Workforce Innovation and Opportunity Act Core Partners

Background:

The ETPL supplies useful information on training providers, the services they provide, and the quality of their programs. To maximize customer choice and assure that all population groups are served, a comprehensive process must ensure that a significant number of qualified Eligible Training Providers (ETPs) are available to customers. Only approved programs listed on the State's ETPL are authorized for referral and enrollment of a WIOA participant. Eligible applicants can use the ETPL to make an informed choice regarding training providers. In this way, the ETPL provides consumers with an option, which also supports increased performance accountability.

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1. Training Providers

Potential Eligible Training Providers must be authorized to operate in Tennessee. Entities eligible to apply to become Eligible Training Providers (ETPs)¹ are:

- A. Institutions of higher education providing a program of study that leads to a recognized postsecondary credential;
- B. Apprenticeship programs, including Registered Apprenticeship Programs (RAPs) registered under the National Apprenticeship Act;
- C. Other public or private providers that provide training services, which may include Community-Based Organizations (CBOs) and joint labor-management organizations;
- D. Eligible providers of adult education and literacy activities under WIOA Title II if such activities are provided in combination with training services described in 20 CFR § 680.350²; or,
- E. Other groups as determined by the Governor.

2. Programs of Training Services/Programs of Study

Programs of Study include one or more courses/classes, or a structured regimen that provides job-driven training services and leads to a recognized post-secondary credential.³ Programs may be delivered in person, online, or a blended approach and must lead to one of the following⁴:

- A. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the State of Tennessee or federal government;
- B. A postsecondary credential, including an associate or baccalaureate degree;
- C. A secondary school diploma or its equivalent;
- D. Employment; or
- E. Measurable skills gains toward a recognized postsecondary or secondary school diploma or its equivalent credential.

¹ Employment and Training Administration, US Department of Labor, *Training and Employment Guidance Letter No. 8-19*, Attachment I, I-3; Jan. 2, 2020. (Subsequently referenced as TEGL 8-19); 20 CFR § 680.410

² 20 CFR § 680.350 ; WIOA § 134 (c)(3)(D)(x). g

³ For a full definition of post-secondary credential see WIOA § 3(52)

⁴ TEGL 8-19, p. I-3.

3. Initial Eligibility

Potential ETPs may seek initial eligibility for one (1) or more programs of study. Programs approved for initial eligibility will remain on the ETPL for twelve (12) months from the date the program was approved.⁵ RAPs are exempt from initial eligibility procedures. (RAPs that elect to participate must be included on the ETPL, subject to the procedure in Section V.)⁶

A. Information Requirements for Consideration of Initial Eligibility:

1. Applications must describe each program of training services offered and include accurate and timely performance data and cost information for each program under consideration.⁷
2. Performance information must include one of the following: Unsubsidized Employment 2nd Quarter or 4th Quarter after exit, median earnings, credential attainment⁸
3. Information concerning whether the provider is in partnership with a business.⁹
4. Evidence that programs result in an industry-recognized credential, national or state certificate, or degree, including all appropriate industry competencies, licensing, and certification requirements.
5. Information addressing the alignment of training with in-demand industry sectors and occupations, to the extent possible.¹⁰

B. Local Workforce Development Board (LWDB) – Responsibilities During Initial Eligibility:

1. Notify providers of the opportunity to apply for the ETPL.
2. Verify that potential ETPs are compliant with State laws by possessing a current license, certification, registration, approval or exemption from the appropriate State or federal licensing agency.
3. Confirm initial eligibility applications are complete and accurate.
4. Evaluate the experience and reputation of the potential ETP/programs of study.
5. Act on a potential ETP's application within thirty (30) business days of receipt. Notify provider and State ETPL office of LWDB decision to approve, postpone, or deny within ten (10) business days of decision.

4. Continued Eligibility

Near the end of a program's initial eligibility, the LWDB must perform a subsequent review to determine whether the program will be granted Continued Eligibility. If granted, ETPs will remain on the list until the next continued eligibility determination. Programs approved for continued eligibility will remain on the ETPL for twenty-four (24) months from the date the program was approved after subsequent review.

A. Information Requirements for Consideration of Continued Eligibility:

1. Near the end of an ETP's initial eligibility the ETP must review their applications to ensure the information included therein is accurate.
2. ETP's must submit accurate performance data and program cost information in a timely manner.

B. LWDB Responsibilities During Continued Eligibility

⁵ TEGL 08-19, Attachment II, p. II-2;WIOA § 122 (b)(4)(B).

⁶ TEGL 08-19, Change 1, p. 2 & 20 CFR § 680.450 (b)

⁷ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(1).

⁸ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(2).

⁹ TEGL 08-19, Attachment III, p. III-1 & 20 CFR § 680.450 (e)(3).

¹⁰ TEGL 08-19, Attachment III, p. III-1; 20 CFR § 680.450 (e)(5).

1. Assess program-specific information provided by the ETP to determine whether to grant continued eligibility or remove program from the ETPL.
 - a. Whether the providers timely and accurately submitted all of the information required for completion of eligible training provider performance reports required under WIOA § 116(d)(4) and all of the information required for initial and continued eligibility¹¹
 - b. ETP performance on WIOA performance indicators: Unsubsidized Employment 2nd Quarter or 4th Quarter after exit, median earnings, credential attainment
 - c. Access to training services throughout the state, including rural areas and through technology use
 - d. Information reported to state agencies on federal and state training programs other than programs within WIOA Title I-B
 - e. The degree to which training programs relate to in-demand industry sectors and occupations in the state
 - f. State licensure requirements of training providers, and licensing status of providers of training services, if applicable
 - g. ETP's ability to offer industry-recognized certificates and credentials
 - h. ETP's ability to offer programs that lead to a recognized post-secondary credential
 - i. ETP's ability to provide trainings that are physically and programmatically accessible for individuals who are employed and individuals with barriers to employment, including individuals with disabilities
 - j. Timeliness and accuracy of ETP's performance reports
 - k. ETP's ability to provide training services to individuals who are employed and individuals with barriers to employment
 - l. Quality of the program of training services including a program that leads to a recognized post-secondary credential¹²
 - m. State performance standard measures for programs with a minimum of ten (10) WIOA students at the end of each program year (July 1 – June 30):
 1. WIOA student completion rate for each program must be \geq to 40%
 2. All student completion rate for each program must be \geq to 60%
 3. WIOA student placement rate for each program must be \geq to 40%
 4. All student placement rate for each program must be \geq to 60%¹³

5. Registered Apprenticeship Programs (RAPs)

RAPs registered under the National Apprenticeship Act are not subject to the same application and performance information requirements or LWDB approval process as other training providers. To be included on the ETPL RAPs must express interest by opting-in.¹⁴

- A. RAPs must provide the following basic information:
 1. Occupations included within the RAP
 2. Name and address of the RAP sponsor
 3. Name and address(es) of the related technical instruction provider(s) and the locations(s) of instruction if different from the program sponsor's address
 4. Cost of the instruction if the provider of the Related Technical Instruction is different from the program sponsor

¹¹ WIOA §116(d)(4). 20 CFR § 680.460 (f)(10).

¹² b-I found in TEGL 8-19, Attachment III, p.III-1 & WIOA § 122(b)(1)(H).

¹³ State of TN established additional performance measures.

¹⁴ TEGL 8-19, p. I-4.

5. Method and length of instruction
6. Number of active apprentices¹⁵
- B. RAPs are exempt from performance reporting requirements in WIOA § 116(d)(4) and 122 but may voluntarily report performance outcomes.¹⁶
- C. RAPs are maintained on the ETPL until:
 1. They are deregistered
 2. The RAP notifies the State that it no longer wants to be included
 3. The RAP is determined to have intentionally supplied inaccurate information or to have substantially violated any provision of title I WIOA or the WIOA regulations, including 29 CFR Part 38.¹⁷
- D. LWDB Responsibilities for RAPs
 1. LWDBs will act on a RAP's application within thirty (30) business days of receipt
 2. LWDBs will contact State ETPL office to verify the registration status of all RAPs that express interest in being included on the ETPL and re-verify no less than every two (2) years.¹⁸

6. Denial/Revocation of a Provider from the ETPL

A training provider must deliver results and provide accurate information to the LWDB & the TDLWD.

Eligibility may be denied/revoked for the following reasons:

- A. Denial based on Eligibility Requirements
 1. Provider does not have the appropriate State and/or Federal approval to operate
 2. The application is incomplete
 3. The program under consideration does not meet the definition of WIOA training services
 4. Performance data is not included with the application or the data does not meet established performance levels
 5. Programs do not meet the established eligibility criteria or the state established minimum performance levels
 6. Providers that intentionally supply inaccurate performance information
- B. Denial based on Training Provider Responsibilities
 1. Providers that do not submit annual performance data by the designated due date (exceptional circumstances beyond the provider's control, such as natural disasters, will be taken into account)¹⁹
 2. Providers that intentionally supply inaccurate performance information
 3. Providers that violate any provision of WIOA or its regulations, including 29 CFR part 38
 4. Providers that fail to demonstrate the business capacity or integrity to successfully deliver training
- C. LWDB Denial/Revocation Responsibilities
 1. Though the recommendation to deny or revoke a provider/program may originate from either the LWDB or the TDLWD, the LWDB will be responsible for denying/revoking an ETP's eligibility

¹⁵ TEGL 8-19, p. I-4.

¹⁶ TEGL 8-19, p. I-4.

¹⁷ 20 CFR § 680.470 (b)(1-3); 29 CFR part 38 references nondiscrimination and equal opportunity provisions of WIOA

¹⁸ TEGL 8-19, p. II-2.

¹⁹ 20 CFR § 680.460(1)

2. Revocation is for a period not less than two years for providers that intentionally supply inaccurate information or substantially violate any provision of WIOA or its regulations, including 29 CFR part 38. The training provider is liable to repay all adult and dislocated worker training funds received during the period of noncompliance
3. Providers that wish to appeal a denial or revocation of eligibility may appeal to the LWDB. After a decision has been rendered by the LWDB a provider may appeal to the State ETPL office.²⁰

7. Appeals

If a program is denied eligibility, the training provider may take the following steps:

- A. Training providers have the right to appeal denial of eligibility status and may begin that process with the LWDB.
- B. If the LWDB does not reverse their original denial, the training provider may appeal to the State ETPL office.

8. Reciprocal Agreements

A LWDB can send a participant to training located in a different state if the training provider is on the ETPL in that state and the state has a reciprocal agreement with Tennessee.

- A. The State ETPL office will be responsible for entering into reciprocal agreements.
- B. All reciprocal agreements signed prior to June 30, 2023 will no longer be valid after that date.

9. Automatic Renewal

All policies approved by the State Workforce Development Board will be automatically renewed, on an annual basis, July 1 of every year. A list of policies that will be automatically renewed are submitted to the State Workforce Development Board during the meeting prior to July 1 every year. If a policy requires any type of substantial change, the policy will be resubmitted to the State Workforce Development Board for a new approval and will not be subject to the annual renewal process.

²⁰ 20 CFR § 680.480

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

Tim Berry, State Workforce Development Board Chair

DRAFT

Procurement Policy

Purpose

This policy communicates the methods for the procurement of goods and services obtained with Workforce Innovation and Opportunity Act (WIOA) funds and sets forth the requirements provided by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200.

Background

WIOA Sec. 184(a)(3)(A) requires each State (including the Governor of the State), local area (including the chief elected official for the area), and provider receiving funds under this title to comply with the appropriate uniform administrative requirements for grants and agreements applicable for the type of entity receiving the funds, as promulgated in circulars or rules of the Office of Management and Budget (OMB).

OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule Title 2 of the Code of Federal Regulations; 2 CFR 200 supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, A133 and the guidance in Circular 1-5 - on Single Audit Act follow-up. 2 CFR 200, consolidates the guidance previously contained in the aforementioned citations into a streamlined format that aims to improve both the clarity and accessibility of the guidance.

Procurement standards referenced in 2 CFR 200.110 and 200.318 — 200.327, allow for nonfederal entities to continue to comply with procurement standards in previous OMB guidance for three additional fiscal years after this part goes in effect (June 30, 2018).

Policy & Instructions

A. Cost-Reimbursement only

Procurement transactions under this title between local boards and units of state or local governments shall be conducted on a cost-reimbursement basis only.

B. General Procurement Standards

The Northern Middle Tennessee Workforce Board (NMTWB) will use documented procurement procedures that reflect State and local laws and regulations, provided that the procurements conform to applicable Federal law and standards identified in 2 CFR Parts 200.317 through ~~200.326~~ **200.327**.

The NMTWB will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The NMTWB Conflict of Interest Policy provides standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer or agent may participate in the selection, award, or administration of a contract supported by the Federal award if he or she has a real, perceived or potential conflict of

interest, Conflicts of interest must be disclosed in writing when known in advance or announced to the voting body. The party must excuse themselves from any further discussion and/or vote on the matter in question. Violations of such standards are subject to disciplinary actions provided in the NMTWB's Conflict of Interest Policy.

The NMTWB procurement procedures will avoid acquisition of unnecessary or duplicative items and promote cost-effective use of shared services by entering into state and local intergovernmental agreements for procurement of use of common or shared goods and services where appropriate. The NMTWB will use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

The NMTWB will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as:

- Contractor integrity
- Compliance with public policy
- Record of past performance, and
- Financial and technical resources

The NMTWB will maintain records sufficient to detail the history of procurement. These records will include, but are not limited to:

- Rationale for the method of procurement
- Selection of contract type
- Basis for contractor selection or rejection, and
- The basis for the contract price

Time and materials contracts [For major construction only; 2 CFR 200-318(j)]: The NMTWB may use time and material type contracts only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

The NMTWB will be responsible for the settlement of all contractual and administrative issues arising out of procurement. These issues include, but are not limited to:

- Source evaluation
- Protests
- Disputes, and
- Claims

C. Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards provided in section 200.319 or 2 CFR 200. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work or invitations for bids or requests for proposals must be excluded for competing for such procurements.

The NMTWB procurement transactions will contain no requirements that unduly restrict competition as specified in 200.319(a) and (b).

The NMTWB procurement procedures will ensure that all solicitations:

- Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured in a manner that does not unduly restrict competition; and
- Identify all requirements which the proposer must fulfill and all other factors to be used in evaluating bids or proposals.

The NMTWB will ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free completion. The NMTWB will not preclude potential bidders from qualifying during the solicitation period.

D. Methods of Procurement

The NMTWB may use one of the following methods of procurement:

1. Micro-Purchases (purchases of ~~\$1-\$3,000~~ **\$10,000**): Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the Micro-purchase threshold. To the extent practicable, the NMTWB will distribute micro-purchase equitably amount qualified suppliers. Micro purchases may be awarded without soliciting competitive quotations in the NMTWB considers the price to be reasonable.
2. Small Purchases (~~\$3,001-\$150,000~~ **\$10,001-\$250,000**): Small purchase procedures are those relatively simple and Informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold (as of the publication of 2 CFR Part 200, the Simplified Acquisition Threshold is ~~\$150,000~~ **\$250,000** but is periodically adjusted for inflation.) If small procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources
3. Competitive Proposals (purchases of ~~\$150,001~~ **\$250,001**-and above): The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - a. Purchases over \$150,000 must be approved by the NMTWB.
 - b. Requests for proposals must be publicized on the NMTWB website and other public communication sites and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - c. Proposals must be solicited from an adequate number of qualified sources.
 - d. The NMTWB will follow its written method for conducting technical evaluations of the proposals received and for selecting recipients
 - e. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

- f. The NMTWB may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (NE) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- 4. Sealed Bids (Formal advertising purchases of \$ 150,001 and above): Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:
 - a. Purchases over \$150,000 must be approved by the NMTWB.
 - b. In order for sealed bidding to be feasible, the following conditions should be present:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to complete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - c. If sealed bids are used, the following requirements apply:
 - i. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids for state, local and tribal governments, the invitation for bids must be publicly advertised;
 - ii. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of, and
 - v. Any or all bids may be rejected if there is a sound documented reason.
- 5. Noncompetitive Proposals (Sole Source)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

 - a. The item is available only from a single source; or
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or

- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- d. After solicitation of a number of sources, competition is determined inadequate.
- e. Purchases over \$150,000 must be approved by the NMTWB.
- f. The NMTWB can piggyback on other state or local government procurement.

E. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The NMTWB will take necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus firms are used when possible.

F. Domestic Preferences for Procurements

The NMTWB will, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

G. Contract Cost and Price

The NMTWB will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (~~\$150,000~~ **\$250,000**) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the NMTWB will make independent estimates before receiving bids or proposals.

Where applicable, the NMTWB will negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the NMTWB under Subpart E — Cost Principles-of the Uniform Administrative Guidance 2 CFR Part 200. The NMTWB may reference its own cost principles that comply with the Federal cost principles.

The cost plus a percentage of cost and percentage of construction cost methods of contracting are not allowable.

H. Procurement Review

The NMTWB will make available, upon request by the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

The NMTWB will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates when the circumstances detailed in ~~200.323(b)~~ **200.325(b)** apply.

The NMTWB is exempt from the pre-procurement review if the Federal awarding agency or pass-through entity determines that its procurement systems comply with this part.

- The NMTWB may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis.
- The NMTWB may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the NMTWB that it is complying with these standards. The NMTWB must cite specific policies, regulations, or standards as being in compliance with these requirements and have its system available for review.

I. Bonding Requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold (currently ~~\$150,000~~ **\$250,000**), the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the requirements of ~~200.325(a)~~ **200.326(a)-(c)** must be followed.

J. Contract Provisions

The NMTWB contracts must contain the applicable provisions described in Appendix II to Part 200 — "Contract Provisions for non-Federal Entity Contracts Under Federal Awards."

K. Sub-recipient and Contractor Determinations

The NMTWB will make a case-by-case determination whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a sub-recipient or a contractor (see Sub-recipient and Contractor in the Definitions section of this policy).

In determining whether an agreement between The NMTWB and another non-Federal entity casts the latter as a sub-recipient or a contractor, the substance of the relationship is more important than the form of agreement. The NMTWB will use judgment in classifying each agreement as a sub-award or a procurement contract.

In compliance with 2 CFR ~~200.330~~ **200.331**, the NMTWB will classify eligible providers of WIOA Adult, Dislocated Worker and Youth services as sub-recipients.

L. Delivery of Career Services – Adult and Dislocated Workers

Career services described in WIOA Section ~~434(A)~~ **134(c)(1)(A)(ii)** for eligible adult and dislocated workers shall be provided through the one-stop delivery system.

- Directly through one-stop operators Identified pursuant to section 121 (d), or

- Through contracts with service providers (sub-recipients), which may include contracts with public, private for-profit, and private nonprofit service providers, approved by the local board.

M. Training Contracts

Training services authorized under this paragraph may be provided pursuant to a contract for services in lieu of an individual training account (ITA) if:

- The Consumer Choice Requirements are met;
- Such services are on-the-job training (OJT), customized training, incumbent worker training or transitional employment;
- The NMTWB determines there are an insufficient number of eligible providers of training services in the local area involved to accomplish the purposes of a system of individual training accounts;
- The NMTWB determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve individuals with barriers to employment;
- The NMTWB determines that it would be most appropriate to award a contract to an institution of higher education or other eligible provider of training services in order to facilitate the training of multiple individuals in in-demand industry sectors or occupations and such contract does not limit customer choice; or
- The contract is a pay-for-performance contract.

Training services must be directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving such services is willing to relocate, except that the NMTWB may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area

Nothing in this paragraph shall be construed to preclude the combined use of Individual training accounts (ITAs) and contracts in the provision of training services, including arrangements that allow individuals receiving ITAs to obtain training services that are contracted this clause.

N. Selection of Eligible Providers of Youth Services

The NMTWB shall award grants or contracts on a competitive basis to providers (sub-recipients) of youth workforce investment activities based on the criteria in the State plan (including such quality criteria as the Governor shall establish for a training program that leads to a recognized postsecondary credential), and taking into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in WIOA Section 116(b)(2)(A)(ii) and in WIOA section 102(b)(2)(D)(i)(V), based on the recommendations of the special populations committee; and shall conduct oversight with respect to such providers.

Exceptions: A local board may award grants or contracts on a sole source basis if such board determines there is an insufficient number of eligible providers of youth workforce investment activities in the local area involved for grants and contracts to be awarded on a competitive basis.

Consistent with the above sections, the local board may terminate for cause the eligibility of such providers (sub-recipients).

O. Selection of One-Stop Operators

The NMTWB, with the agreement of the chief elected official, is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. To be eligible to receive funds made available under this subtitle to operate a one-stop center, an entity:

- Shall be designated or certified as a one-stop operator through a competitive process; and
- Shall be an entity (public, private, or nonprofit), or consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection 121(b)(1)), of demonstrated effectiveness.

The NMTWB will adhere with State Workforce Board guidelines and direction.

- Disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services; and
- Comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

P. Suspension and Debarment

Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Definitions

Contract (2 CFR ~~200.22~~ 200.1): A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award ~~or sub-award~~.

Contractor (2 CFR ~~200.23~~ 200.1): An entity that receives a contract as defined in "Contract", above.

(2 CFR ~~200.330~~th 200.331(b)): A contract is for the purpose of obtaining goods and services for the non-Federal

entity's own use and creates a procurement relationship with the contractor (see ~~200.22~~ 200.1 Contract). Characteristics indicative of a procurement contract relationship between the non-Federal entity and a contractor include when the non-Federal entity receiving the Federal funds:

1. Provides the goods and services within normal business operations.
2. Provides similar goods or services to many different purchasers.
3. Normally operates in a competitive environment.
4. Provides goods or services that are ancillary to the operation of the Federal program; and
5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

Cooperative Agreement (2 CFR ~~200.24~~ 200.1): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 63026305:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States and not to acquire property or services for the Federal government of pass-through entity's direct benefit or use.
- (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Customized Training (WIOA Sec.3(14)): Training that is designed to meet the specific requirements of an employer (or group of employers); that is conducted with a commitment by the employer to an employ an individual upon successful completion of the training; and for which the employer pays a significant portion of the cost of training, as determined by the board, taking into account the size of the employer and other factors determined by the board and further defined in this part.

Federal Award (2 CFR ~~200.38~~ 200.1): Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:

- (a)(1): The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity,
- (a)(2): The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity.
- (b) The Instrument setting forth the terms and conditions, the instrument is the grant agreement, cooperative agreement, other agreement for assistance in paragraph (b) of ~~200.40~~ 200.1 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.
- (c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal government owned contractor operated facilities (GOCOs).
- (d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.

Federal Awarding Agency (2 CFR ~~200.37~~ 200.1): The Federal agency that provides a Federal Award directly to a non-Federal entity.

Federal Financial Assistance (2 CFR ~~200.40~~ 200.1): For grants and cooperative agreements, assistance that non-Federal entities receive or administer in the form of:

- (a) Grants
- (b) Cooperative agreements
- (c) Non-cash contributions or donations of property (including donated ~~surplus property~~ surplus property)
- (d) Direct appropriations; and (e) Other financial assistance.

Fixed Amount Awards (2 CFR ~~200.45~~ 200.1): A type of grant agreement ~~or cooperative agreement~~ under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award.

Grant Agreement (2 CFR ~~200.51~~ 200.1): A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:

- (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value ~~from the Federal awarding agency or pass-through entity to the non-Federal entity~~ to carry out a

public purpose authorized by a law of the United States and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use:

- (b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement ~~between~~ **of** the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Incumbent Worker Training: WIOA funded training for incumbent workers is designed to meet the specific requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment and conducted with a commitment by the employer to retain or avert the layoff of the incumbent worker. An ideal incumbent worker training would be one where a participant acquires new skills allowing him or her to move into a higher skilled and higher paid job with the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. Incumbent worker training must increase both the participant's and the company's competitiveness. An incumbent worker does not necessarily have to meet the eligibility requirement for career and training services for adults and dislocated workers under WIOA. Individual with Barrier to Employment [WIOA Sec. 3(24)]: A member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals (see definition of Homeless Individuals), or homeless children and youth (see definition of Homeless Children and Youth) ▫ Youth who are in or have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers ▫ Eligible migrant and seasonal farm workers
- Individuals within two (2) years of exhausting lifetime TANF eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) ▫ Single parents (including single pregnant women)
- Long-term unemployed individuals
- Such other groups as the Governor involved determines to have barriers to employment.

Local Plan (WIOA Sec. 3(35)): A plan submitted under WIOA section 108, subject to WIOA section 106(c)(3)(B).

Micro-Purchase (2 CFR ~~200.67~~ 200.1): A purchase of supplies or services ~~using the simplified acquisition procedures~~, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and costs. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR **part 2**, subpart 2.1 (Definitions). It is ~~\$3,000~~ **\$10,000** except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Northern Middle Tennessee Workforce Board (NMTWB) (WIOA Sec. 3(33)): A local workforce development board established under WIOA section 107, subject to section 107(c)(4)(B)(i).

Non-Federal Entity (2 CFR ~~2900~~ 2900.2): A state, local government, Indian tribe, institution of higher education (IHE), for-profit entity, foreign public entity, foreign organization or nonprofit organization that carries out a Federal award as a recipient or sub-recipient.

On-the-Job Training (OJT) (WIOA Sec. 3(44)): Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant, except as provided in WIOA section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Pass-through Entity (2 CFR ~~200.74~~ 200.1): A non-Federal entity that provides a sub-award to a sub-recipient to carry out part of a Federal program.

Proposal Costs (CFR 200.460): The costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals.

Simplified Acquisition Threshold (2 CFR ~~200.88~~ 200.1): The dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR **part 2**, subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is ~~\$150,000~~ **\$250,000**, but this threshold is periodically adjusted for inflation.

State Plan (WIOA Sec. 3(58)): A unified State plan under WIOA section 102 or a combined State plan under WIOA section 103.

Sub-award (2 CFR ~~200.92~~ 200.1): An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A sub-award may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Sub-recipient (2CFR ~~200.93~~ 200.1): A non-Federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

2 CFR ~~200.330(a)~~ 200.331(a): sub-award is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the sub-recipient, characteristics of which support the classification of the non-Federal entity as a sub-recipient and include when the non-Federal entity:

- 1) Determines who is eligible to receive what Federal assistance.
- 2) Has its performance measured in relation to whether objectives of a Federal program are met

Transitional Employment (WIOA Sec. ~~134(5)~~ 134(d)(5) and proposed 20 CFR 680.830): A transitional job is one that provides a limited work experience (WEX), that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment because of chronic unemployment or inconsistent work history; these jobs are designed to enable an individual to establish a work history, demonstrate work success, and develop the skills that lead to unsubsidized employment.

Standing Committee [WIOA Sec. 107(b)(4)(A)]: The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out activities under WIOA.

References

OMB Uniform Guidance 2 CFR Part 200; ~~Final~~ Office of Management and Budget Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Office of Management and Budget (OMB); TEGL 15-14; WIOA Sections: 3 –Definitions, 107(d)(10)(B)-Selection of Youth Providers, 107(h) - Conflict of Interest, 108(16)-Competitive Process in the Local Plan, ~~1080-9)- Training Services In the Local Plan~~, 134(c)(3)-Training Services Adults and Dislocated Workers, ~~134(c)(3)(G)(ii)~~ 134(c)(3)(G)(ii)-Training Contracts

Authorized by:

Approved by:

Marla Rye, Executive Director

Date

John Zobl, Chairman

Date

Proposal	Northern Middle Workforce Board														
	Services	Cheatham	Davidson	Dickson	Houston	Humphreys	Montgomery	Robertson	Rutherford	Stewart	Sumner	Trousdale	Williamson	Wilson	Other
Volunteer State Community College	AE							x			x	x			Macon/Smith
Davidson County Sherriff's Office	AE Corrections		x												
Meharry Medical College	AE		x				x		x		x				
NICE	AE		x						x						
Workforce Essentials	AE	x		x		x	x			x				x	
South Central TN Workforce Alliance	AE												x		Giles, Lawrence, Marshall, Maury, Wayne
Totals		1	3	1	0	1	2	1	2	1	2	1	1	1	
NICE	IELCE		x						x						

REQUEST FOR PROPOSAL

Senior Community Service Employment Program (SCSEP)

156 Authorized Participant Positions

14 Counties in Tennessee

Request for Proposal (RFP)

Overview and Timeline

Overview																	
Program	Senior Community Service Employment Program (SCSEP)																
Awarding agency	National Council on Aging (NCOA)																
Contact person	Maura Porcelli, Senior Director, SCSEP																
Estimated available funding	\$1,455,964 for 12 months																
Grant period	July 1, 2023—June 30, 2024																
Counties and authorized positions	<p>156 authorized positions in the following counties:</p> <table> <tr> <td>Cannon: 2</td><td>Smith: 3</td></tr> <tr> <td>Davidson: 63</td><td>Sumner: 15</td></tr> <tr> <td>DeKalb: 3</td><td>Van Buren: 1</td></tr> <tr> <td>Dickson: 7</td><td>Warren: 7</td></tr> <tr> <td>Hickman: 4</td><td>Williamson: 9</td></tr> <tr> <td>Montgomery: 8</td><td>Wilson: 10</td></tr> <tr> <td>Robertson: 6</td><td></td></tr> <tr> <td>Rutherford: 18</td><td></td></tr> </table>	Cannon: 2	Smith: 3	Davidson: 63	Sumner: 15	DeKalb: 3	Van Buren: 1	Dickson: 7	Warren: 7	Hickman: 4	Williamson: 9	Montgomery: 8	Wilson: 10	Robertson: 6		Rutherford: 18	
Cannon: 2	Smith: 3																
Davidson: 63	Sumner: 15																
DeKalb: 3	Van Buren: 1																
Dickson: 7	Warren: 7																
Hickman: 4	Williamson: 9																
Montgomery: 8	Wilson: 10																
Robertson: 6																	
Rutherford: 18																	
Contact information for all inquiries and proposal submission	Proposals may be submitted via email to maura.porcelli@ncoa.org no later than <u>4:00 p.m. ET on Monday, May 1, 2023.</u>																
Required copies to be submitted	1 electronic copy of complete application package.																
Timeline*																	
RFP date of issuance	Monday, April 3, 2023																
Bidders' meeting	Thursday, April 13, 2023; 2:00 PM ET/1:00 PM CT																
Last day to ask questions	Friday, April 21, 2023																
Proposal submission deadline	Monday, May 1, 2023, 5:00 p.m. ET																
Grant award announcement	No later than Friday, May 12, 2023																
Transition activities delineated by NCOA	June 1 to June 30, 2023																
Initiation of services	July 1, 2023																

I. INTRODUCTION

National Council on Aging (NCOA) is issuing a Request for Proposal (RFP) to seek a qualified public or non-profit organization for the provision of Senior Community Service Employment Program (SCSEP) services through a subgrant with NCOA. Through this RFP, a qualified service provider will be identified and selected to assist SCSEP-eligible residents in all the counties detailed in the Overview and Timeline section, to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments. Those eligible for the SCSEP program are unemployed, low-income persons who are 55 years of age or older. There will be opportunities for renewal for the successful subgrantee on an annual basis for up to five consecutive years following the period specified in this announcement if NCOA is successful during the 2024 SCSEP competition. National grantees must re compete every four to five years. SCSEP funds are contingent upon the availability of federal funds, and renewals are not guaranteed and always based on each subgrantees continued success in achieving specified grant performance, operational and financial goals.

A. About National Council on Aging

National Council on Aging (NCOA) is committed to making it possible for low-income and other disadvantaged older adults to participate fully in determining their own future and the future of their communities. One of the four original national sponsors for the SCSEP, we have operated the program since 1968.

B. Our Current Network of Local Subgrantees

Since the U.S. Department of Labor (DOL) awarded NCOA its first grant in 1968, we have operated the program partially through local subgrantees. Through our subgrantees, over 4000 disadvantaged seniors will serve their communities in 393 counties spread over 11 states and Puerto Rico.

II. REQUEST FOR PROPOSAL

The National Council on Aging is seeking a qualified public or nonprofit agency (referred to as “Subgrantee”) to administer SCSEP, Title V of the Older Americans Act. SCSEP is the only Federally sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants receive work experience at local public or non-profit agencies and are paid a training stipend that is the higher of the Federal, State or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training. Program participants are not considered employees of NCOA, the subgrantee, or the agencies at which they train. The dual goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment, where appropriate.

Applicant must apply for all authorized positions and counties detailed in this RFP. Authorized position numbers can change slightly from year to year based on census data. The 156 authorized positions noted is based on Program Year 2022’s authorized position count.

III. ROLES AND RESPONSIBILITIES

NCOA and its subgrantees work in partnership to ensure the best outcomes for each participant and the overall program. The following provide a brief overview of roles and responsibilities of the subgrantee and NCOA.

Subgrantee. Key among their responsibilities, subgrantees recruit SCSEP-eligible individuals, assist them in gaining the skills and confidence necessary to secure unsubsidized employment, provide training, especially community service employment for the number of participants specified in the subgrant agreement, facilitate their unsubsidized employment and promote their retention in those jobs. To accomplish this, subgrantees take the following steps:

- Provide Supportive Services to Participants

Sub grantees are required to assess all participants’ need for supportive services and to make every effort to assist participants in obtaining needed supportive services. Supportive services include but are not limited to providing directly or arranging for the payment of reasonable costs of temporary assistance, health and medical services, special job related and personal counseling, incidentals such as work shoes, badges, uniforms, eyeglasses; and tools; dependent care; housing, including temporary shelter; needs related payments; and follow-up services.

a. Components

1. Supportive services are funded through the Other Participant Costs (OPC) funding category. To the extent practicable, the sub grantee should arrange for the payment of these expenses from other resources.
2. The need for any supportive services is to be consistent with and documented in the participants IEP and in case notes with appropriate supporting documentation (formal assessments, etc.) including the justification, cost and source of the service and the length of time the service for which the service is authorized.
3. Sub grantees are to ensure participants understand that supportive services are not an entitlement for the length of participation.
4. With the exception of temporary housing, all supportive services have a cap of \$75.00 per service. Any supportive service request by the participant must be maintained in the participant's program file by completing the *Supportive Services Request Form*.
5. All supportive services are to be made available on an equitable basis to all participants within a sub grantee's area of service.
6. To ensure successful placement, sub grantees recipients may provide supportive services to a participant placed in unsubsidized employment during the first 12 months of unsubsidized job placement to facilitate retention by determining if the individual has the necessary supportive services to remain in the job.

Supportive services may include, but are not limited to, all or some of the following:

- (i) Counseling designed to assist participants with their community service training assignments and with obtaining unsubsidized employment
- (ii) Counseling designed to assist participants with health and nutritional matters, Social Security, Medicare benefits, and laws regarding retirement
- (iii) Providing incidentals such as work shoes, safety glasses, eyeglasses, and hand tools, if these items are required for participation on the program and are not available from local resources at no or low cost to the project (NOTE: Training sites should provide incidentals such as uniforms if participants are required to wear them.)
- (iv) Instruction designed to help the participants in their community service training assignment
- (v) Periodic meetings that provide information to participants concerning health, job seeking skills, safety, and consumer affairs
- (vi) Dependent care
- (vii) Follow-up services

- Protect all Personally Identifiable Information (PII). PII refers to any information about an individual maintained by you, including any information that can be used to distinguish or trace a participant's identity, such as their name, Social Security Number, date and place of birth, mother's maiden name, biometric records, etc. and any other personal information which is linked or linkable to a participant. Paper documentation containing PII must be stored in a locked and secure location with access limited to trusted personnel. Electronic records with PII must be encrypted or password protected.
- Meet all performance goals outlined in their Subgrantee Agreement;
- Employ at least a one full-time SCSEP project director and other personnel necessary for the direction, programmatic and financial administration and supervision of the SCSEP program; for subgrants with over 150 authorized and/or covering multiple counties, provide any additional infrastructure and staffing required to successfully operate and manage the grant.
- Recruit and select eligible participants for enrollment in SCSEP;
- Recruit and select host agencies;
- Promote linkages and partnerships with local employers and public workforce providers; and
- Comply with SCSEP policies, procedures and related requirements, such as using the DOL database for SCSEP (GPMS), as well as NCOA's Data Collection System (DCS) and forms to inform NCOA about performance measure data and other information necessary for the program; and
- Use our case management method, specifically the assessment and Individual Employment Plan (IEP) to guide all program services, including appropriate community service assignments, additional training, job development and placement assistance and supportive services; and
- Submit the NCOA SCSEP Monthly Financial Report (MFR) no later than the 10th day of the following month that details all spending by category of spending and line item and includes supporting documentation for all spending.

NCOA SCSEP staff supports every subgrantee by:

- Providing guidance, training and coaching on program planning and performance, program expenditures, data collection, and SCSEP and NCOA policy;
- Providing technical assistance on NCOA's person-centered approach to IEPs, community service assignments, and unsubsidized placements;
- Monitoring program performance and operations;

- Ensuring quality data, training and supporting subgrantees' data entry staff, and using NCOA SCSEP Data Collection System (DCS) and the DOL GPMS data collection system, and reports; and
- Assisting on cost reporting and other fiscal matters.

IV. FUNDING

Subgrantees' SCSEP budgets are formula-funded based on the number of authorized positions. Each budget has three line items plus a non-federal component:

- 1. Participant Wages and Fringe Benefits (PWFB)**, which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g. orientation, community service assignment, orientation, other permissible training). Participant wages are based on the higher of the Federal, State or local minimum wage or the comparable wage for similar employment. Subgrantees must spend 100% of the PWFB funds provided in the subgrant. Generally, subgrantees pay participants' wages every two weeks. PWFB constitutes 82% of the subgrantee federal budget.

SCSEP regulations list required fringe benefits as: the offer of an annual physical examination; workers' compensation coverage; and make up hours for those that were scheduled work on Federal holidays, and make up hours for sick days. Fringe benefits prohibited by SCSEP regulations include contributions to retirement plans, annual leave, sick leave, bonuses, or any carryover of benefits from one program year to the next.

- 2. Administrative Costs (ADM)**, which are the costs associated with:
 - Performing overall general administrative and coordination functions, including:
 - Accounting, budgeting, financial and cash management functions;
 - Procurement and purchasing functions;
 - Property management functions;
 - Personnel management functions;
 - Payroll functions;
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
 - Audit functions;
 - General legal services functions; and
 - Developing systems and procedures, including information system, required for these administrative functions.
 - Oversight and monitoring responsibilities related to administrative functions.

- Costs of goods and services.
- Costs associated with Memoranda of Understanding with American Job Centers.

ADM constitutes 6% of the subgrantee federal budget.

- 3. Other Participant Costs (OPC),** which include, but are not limited to, the costs of the following functions:
- Outreach, recruitment, and selection, intake, orientation, assessment and preparation of IEPs;
 - Participant training provided on the job, in a classroom setting or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment and tuition;
 - Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
 - Participant supportive services.
 - Participant development activities
 - Participant transportation
 - Program staff salaries in proportion to the percentage of time conducting the above services

OPC constitutes 12% of the subgrantee federal budget.

- 4. Non-Federal Share of Costs (Non-Federal).** Subgrantees provide at least a 12.5% percent non-Federal contribution to SCSEP. As part of submitting this application, the subgrantee agrees to this voluntary commitment, which must be from non-Federal sources.

Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources that subgrantee expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits, the cost of general liability insurance and rent paid for either the premises or meeting rooms, if paid in cash.
- Indirect is the amount of overhead paid by the subgrantee and distributed based on an approved distribution plan.
- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the subgrantee and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kind costs are donated or discounted professional services, space charges, meeting space, telephone and transportation.

The total proposed budget for this opportunity, including the federal grant and the non-federal contribution, is estimated as follows:

PWF:	\$1,193,890
ADM:	\$87,358
OPC:	\$174,716
Federal Subtotal:	\$1,455,964
Non-federal:	\$181,996
TOTAL:	\$1,637,960

V. TARGET POPULATION

The following information describes key aspects of the program. For more in-depth understanding, please join the scheduled Bidders' Meeting (see Section XII of this RFP for more information) and refer to the resources listed in Section XIV of this RFP.

Eligible Participant. An individual is eligible for SCSEP if he or she is not employed at the time of enrollment, is age 55 or older, has not previously participated in SCSEP for 48 months, and has includable family income totaling no more than 125 percent of the Federal poverty guidelines.

Priority of Service for Individuals with Multiple Barriers to Employment. SCSEP provides priority of service to those most-in-need as provided at 20 CFR 641.520. These individuals:

- Are veterans (or eligible spouses of veterans) for purposes of §2a of the Jobs for Veterans Act, 39 U.S.C. 4215(a)
- Are age 65 or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Formerly incarcerated;
- Have low employment prospects;
- Have failed to find employment after using services provided through the American Job Center delivery system; or
- Are homeless or at risk of homelessness.

Individual Employment Plans (IEP). Subgrantees assess each SCSEP participant to determine his or her skills and employment-related needs and develop a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal

for each participant. The subgrantee must then provide or arrange for training and other supportive services identified in participants' IEPs that are consistent with SCSEP's goal of unsubsidized employment. (Other employment and training programs sometimes refer to this type of plan as an Individual Development Plan or Individual Training Plan). The subgrantee monitors the participant's IEP progress regularly and completes a reassessment for each participant at least twice during a 12-month period and updates the IEP as necessary but at least twice a year. If the subgrantee determines that the initial goal of unsubsidized employment is not feasible, the subgrantee reviews the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after SCSEP participation has ended.

Unsubsidized Employment. An important goal of the program is to help participants achieve self-sufficiency when they exit the program. For participants whose IEP includes a goal of unsubsidized employment, subgrantees provide training opportunities that enable participants to obtain such employment. In addition, subgrantees provide regular follow-up communication, for 12 months after exit, with former participants and employers to ensure that the person retains the job. Quality training efforts, appropriate placements, and good relationships between the subgrantee and the local employer community increase the likelihood of successful unsubsidized employment and job retention for SCSEP participants.

Community Service Work-Based Training. Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. The training must be provided by a public agency or 501 (c)(3) non-profit organization that meets the requirements of a host agency. Participants earn wages and develop the confidence and skills needed for successful employment; the organizations that host the participants benefit from the participants' work. Community service may include but is not limited to activities such as social, health, welfare and educational services; weatherization efforts; and economic development. The training provided at these host agencies must be consistent with the participant's assessment and IEP.

Host Agencies. Host agencies provide supervision, training and work sites for SCSEP participants and may be public agencies or 501 (c)(3) non-profit organizations. Host agencies provide training and work experience for participants. Subgrantees also work with host agencies to identify appropriate training that does not lead to maintenance of effort violations.

Maintenance of Effort. A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each subgrantee must not reduce the number of employment opportunities; displace currently employed workers; impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or employ a SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

Other Permissible Training. Subgrantees can provide other types of training in addition to work-based community service training. This additional training is tailored to each participant and may include classroom training or general skills training. With prior approval from NCOA, training can also include specialized training and on-the-job experience training.

Coordination with American Job Centers, State and Local Workforce Investment Boards, Area Agencies on Aging, Other SCSEP Providers. As a required partner, all SCSEP subgrantees must coordinate activities with local American Job Centers (Job Centers) administered by Local Workforce Investment Boards under the Workforce Investment Act through a Memorandum of Understanding (MOU). Subgrantees also coordinate with other SCSEP providers and area agencies on aging to ensure seamless support to help participants achieve self-sufficiency.

VI. NCOA SCSEP Performance Measures

The subgrantee must achieve the performance goals outlined in their Subgrant Agreement with NCOA. As stated earlier, NCOA will provide training, guidance and technical support to assist the selected subgrantee. During the Bidder's Meeting (see Section XII of the RFP for more information), we will answer questions on the performance measures and other aspects of SCSEP. Listed below are the PY23 goals for NCOA's current subgrantees. These will change if DOL changes NCOA's goals.

1. Number of eligible individuals served

Total number of people served is 160% times your number of authorized or modified positions

PY23 Goal = 160% of authorized positions by June 30, 2024

2. NCOA Unsubsidized Placement Goal

50% times your number of authorized or modified positions

PY23 Goal = 50% of authorized or modified positions exited into unsubsidized jobs by June 30, 2023

- 2. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by the end of the program year.**
- 3. Retention of unsubsidized employment two quarters after exit at 38.9%.**
- 4. Retention of unsubsidized employment four quarters after exit at 29.5%.**
- 5. Median earnings of \$3,461.**

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

Any 501(c)(3) non-profit or government agency that can meet the goals, standards and policies of NCOA for providing SCSEP services to persons 55 years of age and over, as described in this RFP, is eligible to apply. NCOA discourages any 501(c)(3) non-profit or government agency from applying that intends to subcontract this SCSEP subgrant to another agency to provide services.

VIII. CONTENT OF THE RESPONSE PACKAGE

A complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zipped files. The application package must contain all of the following items and must be presented in the order listed below:

A. Application Face Sheet (Attachment A)

Complete the Application Face Sheet provided in this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an Application Checklist. Subgrantees must complete the checklist and ensure that all required documents are included in the response packet for each service proposed.

B. Complete Narrative Responses (Attachment B)

Using the Narrative Response Form provided in this RFP, respond to the question and information requested in order to describe your capacity to successfully develop and deliver SCSEP. Narrative responses should be provided on this form and must not exceed 12 pages total, Arial 12, double spaced, including the form itself.

C. Letters of Support

Include a minimum of two letters of support from partner organizations. The letter of support should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve client's access to local resources.

IX. SUBMISSION OF PROPOSAL IN RESPONSE TO THE RFP

For each bid, a complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zipped files.

The application package must be submitted electronically to the staff person listed in the Overview and Timeline **no later than 5:00 PM ET, Monday, May 1, 2023**.

A statement of receipt will be issued by email to all Applicants for applications received by the deadline.

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

- a. Organizational Capacity: history, experience, and capacity of the organization providing similar services to the target population (25 points)
- b. Program Design and Approach (40 points)
- c. Administrative and Fiscal Qualifications (35 points)

The Applicant must score a minimum of 72 points to be considered for funding. A committee comprised of NCOA staff will evaluate the proposals. NCOA reserves the right to seek clarifying or additional information from Applicants, potentially including site visits or agency interviews.

XI. NOTICE OF AWARD

NCOA will announce the contract award **no later than Friday, May 12, 2023**. All Applicants will be notified of the award decision by email.

XII. BIDDERS' MEETING & QUESTIONS, COMMENTS & TECHNICAL ASSISTANCE

NCOA will host a Bidders' Meeting on **Thursday, April 13, 2023; 2:00 PM ET/1:00 PM CT**. Potential applicants will have a chance to address questions and clarify specific elements of the RFP announcement during this meeting. Questions, comments and requests for technical assistance received before the Bidders' Meeting will be addressed during the meeting, where applicable. To maintain a fair and open bidding process, NCOA will only accept inquiries regarding this RFP received in writing to the contact provided in the Overview and Timeline section. The recording of this meeting will be posted within 48 hours via a NCOA web link on the NCOA website. Potential applicants need not attend the meeting to submit an application but are strongly encouraged to attend.

To connect to the NCOA Bidders' Meeting, copy and paste this link into your web browser five to ten minutes before the meeting start time:

Meeting URL: <https://ncoa.zoom.us/j/95267705413?pwd=bzNMamd1R3JCeDJsMXpIU1AwN21XUT09>
Meeting ID: 952 6770 5413
Passcode: 029278

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: +1 929 205 6099 US (New York)
 +1 669 900 6833 US (San Jose)
 888 475 4499 US Toll-free
 877 853 5257 US Toll-free

Meeting ID: 952 6770 5413

XIII. LIST OF ATTACHMENTS

1. Attachment A: Application Face Sheet and Checklist
2. Attachment B: Narrative Response

XIV. ADDITIONAL DOCUMENTS TO REVIEW

The following links outline the program requirements and regulations governing Title V of the Older Americans Act, the Senior Community Service Employment Program. Copy and paste the link to your web browser to access the document. Applicants may review these documents in order to understand the program requirements before submitting an application.

1. SCSEP Final Regulations <http://www.doleta.gov/seniors/pdf/FinalRule2010.pdf>
2. SCSEP PY2022 Programmatic Assurances:
https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2021/TEGL_11-21_Attachment_IV.pdf
2. 2006 Older Americans Act (OAA) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.:
http://www.doleta.gov/seniors/other_docs/PublicLaw109-365.pdf
3. 2023 Federal poverty guidelines
<https://aspe.hhs.gov/sites/default/files/documents/1c92a9207f3ed5915ca020d58fe77696/detailed-guidelines-2023.pdf>
4. Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGL 12-06 http://www.doleta.gov/seniors/other_docs/TEGL12-06.pdf

Attachment A

(Application Face Sheet & Checklist)

Agency Name: _____

Address: _____

City
Zip

State

Phone Number: _____

Website (if applicable): _____

Person to contact regarding this application:

Name: _____

Title: _____

Phone Number: _____

Email: _____

Executive Director: _____

Phone Number: _____

Email: _____

Service Proposed: Senior Community Service Employment Program (SCSEP) for the authorized participant slots and counties noted in the Overview and Timeline section on page 1.

A complete application package must be submitted and must include **ALL** of the following documents. Check below all items include in the response package. An incomplete application could result in automatic disqualification without further review.

- ☐ Completed Application Face Sheet (Attachment A)
- ☐ Narrative Response (Attachment B)
- ☐ Organizational Chart
- ☐ At least two (2) letters of support
- ☐ Email electronic copy of entire application package to: maura.porcelli@ncoa.org - zipped files not accepted.

I, the undersigned, am an official authorized to bind the Subgrantee to this Request for Proposal. I understand that National Council on Aging (NCOA) reserves the right to modify the specifics of this application at the time of funding; that no officer, employee or agency of NCOA, exercising any function or responsibility in connection with the RFP or with planning or carrying out any agreement relative to this RFP has any personal financial interest, direct or indirect, in the operation of the Subgrantee; and that there is no contract until a written Subgrant Agreement has been signed by both parties. I also agree to the provided outlined budget and the Programmatic Assurances.

Signature of authorized representative(s):

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Attachment B (Narrative Response)

Instructions: Please provide complete and concise responses to the following questions directly on this form. Limit your responses to no more than 12 pages total including this form and excluding the attachments requested.

Agency Name: _____

Estimated Funding Request (use the budget calculator at attachment C and do both a 12 month and nine month budget)

ORGANIZATIONAL CAPACITY (25 POINTS)

1. Which best describes your organization? (Check only one)

- ☐ Private, 501(c)3 not-for-profit
- ☐ Governmental

2a. Which of these further describes your organization? (Check all that apply)

- ☐ Area Agency on Aging
- ☐ American Job Center or Workforce Investment Board
- ☐ Community-based organization
- ☐ Community action agency
- ☐ Faith-based organization
- ☐ Community or Technical College
- ☐ Other aging services provider
- ☐ United Way member/grant recipient
- ☐ Unit of government:
- ☐ State ☐ Local
- ☐ Regional government or council ☐ Other, Specify _____
- ☐ Rehabilitation services provider
- ☐ Veteran services provider

2b. Do you currently administer SCSEP? ☐ Yes ☐ No

3. List counties (by state) your organization currently serves through any of your organization's programs.

4. Describe your organization's history, purpose, and mission statement.

5. Provide a summary of your organization's skills, resources, and experience relevant to the services described in this Request for Proposal (RFP).

6. Describe your organization's experience in coordinating with local and regional community services to integrate the service delivery system in the counties for which you are bidding (as detailed in the Overview and Timeline section on page 1). Provide specific examples of how these efforts have led to increased opportunities for older adults to access services. Please include a minimum of two letters of support (excluded from the narrative page limit) from partner organizations describing the nature of the collaboration.

SERVICE Delivery and Coordination (40 Points)

1. Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to *Priority of Service for Individuals with Multiple Barriers to Employment* on page 6). Include in your response outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.
2. Describe your history with local employers and detail your long-term strategy for engaging employers to develop and promote opportunities for the placement of SCSEP participants in unsubsidized employment. List the employers with whom you have active relationships. List employers you haven't worked with who provide in-demand jobs with whom you might work.
3. Describe your approach and relevant experience in helping older adults secure jobs. Describe any relevant experience providing education and training services to other cohorts besides older workers—if applicable—in your community.
4. Describe your approach to meet the program goals describe in *Section VI, NCOA SCSEP Performance Measures*. If you answered "yes" to question 2b on page 18, please include information regarding your performance achievement from PY2020 and PY2021, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.
5. Describe the long-term strategy for serving minorities under SCSEP.
6. List needed community services and the exact places where these services are most needed. Specifically, address the needs and location(s) of those individuals most in need of community services and the groups with whom you would work to meet their needs.

ADMINISTRATIVE AND FISCAL QUALIFICATIONS (35 Points)

1. Describe your organizational structure and proposed job descriptions and duties of paid staff and volunteers that will be involved in the program.
2. Describe the agency's client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client records, and procedures for handling and reporting data/client information breach.
3. Describe the office space you would make available for your SCSEP program, including secure storage for personnel files and privacy for interviewing. Describe any infrastructure and staff you have in other counties. Describe how you intend to support these numbers and the operations of locations that are distant from your "home" office.
4. Describe the organization's current accounting system, including the following: staffing, what accounting software used, areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency's procedures for ensuring timely submission of invoices and other fiscal reports as requested by NCOA.
5. Using the budget in this RFP, describe what specific source(s) you expect to use for your non-Federal match (cash, in-kind and/or indirect). Also, if you answered "yes" to question 2b on page 18, please

include in your response whether you returned any grant funding at closeout of PY2021. If yes, please also include the total amount returned for PY2021 and PY2020, if applicable, and also identify the subtotal of funds by category: PWFB, ADM or OPC.

6. Under the federal Transparency Act, NCOA must report subgrantee activity to the Federal Government and requires each subgrantee to have the following: (please provide your organization's information below)
- Federal ID: _____
 - Unique Entity ID: _____
 - Do you have a current Central Contractor Registration (CCR): YES _____ NO _____
 - If yes, please provide: _____
 - 9 digit zip for Headquarters: _____ - _____ (for Congressional District)
 - 9 digit zip for Primary Place of Performance: _____ - _____ (project director's office if different from headquarters)
7. **Please attach the following documents with this RFP.** (The documents are excluded from the 12 page narrative limit but must be included as part of your application packet).
- A minimum of two letters of support (*see Section VIII-C above for more information*)
 - Organizational Chart and the resumes of key staff who would administer the program. Please include Chief Executive Officer and Chief Financial Officer in addition to program staff.

Summer Youth Employment Program Funding Opportunity Announcement

Summer youth employment and career exploration programs are a popular strategy in many communities to ensure that youth gain valuable work experience and have a safe, productive way to spend the summer months. It is also a way to expand opportunities to teens and young adults who otherwise might struggle to find employment.

The Tennessee Department of Labor and Workforce Development (TDLWD), Workforce Services Division, is supporting local efforts to increase youth employment and educational attainment through the **Summer Youth Employment Program (SYEP)**. The benefit of the SYEP is to offer a paid employment opportunity to youth paired with valuable first-hand work experience and educational learning.

The SYEP will be administered in two phases with a statewide goal of putting 3,750 youth to work by August 2024, with most of these youth participants working during the summer 2023. Information on the two phases of the SYEP are outlined below in this funding opportunity announcement.

Phase I Overview: Phase I – SYEP (Base Formula Funding) will be used for the creation and expansion of subsidized youth employment from **May 15, 2023**, to **August 31, 2023**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase I – SYEP (Base Formula Funding)
Intended Audience:	Local Workforce Development Boards (LWDBs)
Total Funding Available:	\$3 million
Maximum Award:	To be determined
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	May 15, 2023 - August 31, 2023

I. Participant Eligibility and Priority:

- A. Phase I – SYEP participants must, at minimum, meet the following federal Workforce Innovation and Opportunity Act (WIOA) eligibility requirements:

1. Be identified as out-of-school youth (OSY), ages 16-24 who meet the eligibility requirements for WIOA with limited or no work experience.
2. Be identified as in-school youth (ISY), ages 14-21 who meet the eligibility requirements for WIOA with limited or no work experience.

**Note – The WIOA State Plan waiver for in-school youth and out-of-school youth (50/50) is applicable to Phase I - SYEP funding.*

- B. In addition to the minimum eligibility requirements for Phase I – SYEP, LWDBs should prioritize services for individuals who are:

1. low-income, and/or currently in or have aged out of foster care
 - a. Low-income individual is defined as someone who:
 - i. Receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance.
 - ii. Is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. An individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

- A. The following program design elements should be considered when applying for this funding:

1. Allowable costs for Phase I – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience



- ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase I – SYEP will be calculated based upon the identified number of youth to be served in the application/proposal and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.
 - c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded LWDB which may require additional documentation to be maintained.
 - b. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase I – SYEP.
 - 2. Unallowable costs for Phase I – SYEP:
 - a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements**
- 1. LWDBs must partner with and include letters of support in the application from the following entities for Phase I:
 - a. Minimum of three (3) required WIOA partners (20 CFR 463.400)
 - b. a local education agency
 - c. Minimum of three (3) community partners to include faith-based organizations and employers.
 - 2. LWDBs must identify a goal with the number of individual youth participants which they plan to serve during Phase I – SYEP.
 - 3. LWDBs must maintain all federal Workforce Innovation and Opportunity Act (WIOA) eligibility and performance reporting requirements for Phase I – SYEP participants in the TDLWD case management system (Jobs4TN/VOS).



4. LWDBs must have a variety of work experience opportunities available to participating youth which align to in-demand industry sectors in the local area. Regional alignment is encouraged.
5. SYEP participants must be provided an Objective Assessment which includes work readiness and documented Individual Service Strategies (ISS) which connects the service needs of each youth to the service(s) provided
6. LWDBs must make reasonable efforts to align youth career interests/goals outlined in the OAS and ISS to work experience opportunities provided through the SYEP. Should a work experience opportunity not align to outlined goals, documentation must be present in participant case notes that identify the alternative work experience opportunity.
7. Phase I – SYEP must include a component of educational training. This activity may occur concurrently or sequentially with the work experience. It may also occur outside or inside the worksite. LWDBs have the option to decide who and how the educational component is provided.
8. LWDBs must identify and make available the following services to participants:
 - a. Financial literacy learning; and,
 - b. Labor market and employment information in the local area; and,
 - c. Supportive services, as appropriate to participant; and,
 - d. Leadership development opportunities.

C. Other Program Considerations

1. Local Boards may make available the following activities during Phase I – SYEP which help youth transition to postsecondary education and training, including:
 - a. workforce preparation activities and training for a specific occupation or occupational cluster; and,
 - b. entrepreneurial skills training; and,
 - c. other career exploration activities; and,
 - d. mentoring, as appropriate to participant.

III. Period of Performance

- A. Phase I – SYEP begins May 15, 2023 and ends August 31, 2023.
1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than May 15, 2023
 3. 100% of the award must be expended by August 31, 2023

IV. Other information

A. Application Submission

1. LWDBs must submit an application/proposal, identifying the number of participants to be served during Phase I – SYEP and a completed budget based on the program design assumptions identified in this announcement.

2. LWDBs must provide a narrative detailing how Phase I will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. secondary, post-secondary education partners, and other entities to support the education component.
3. LWDBs must include the required letters of support identified in this announcement.
4. Proposals and all supporting documentation for Phase I – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Phase II Overview: Phase II – SYEP (Competitive Funding) will be used for the creation and expansion of subsidized youth employment and/or innovative career exploration activities from **July 1, 2023**, to **August 31, 2024**. The intent of this funding is to place most of the youth served through the SYEP in work experiences during 2023.

Funding Opportunity:	Phase II – SYEP (Competitive State Funding)
Total Funding Available:	\$15 million
Maximum Award:	To be determined
Intended Audience:	Local Development Boards and Chief Elected Officials, nonprofit-, community-, and educational-organizations serving youth
Deadline Date for Proposal Submission:	Monday, May 8, 2023, 12:00 pm CST
Method to submit proposal:	Proposal and supporting documentation must be submitted electronically to TN.Youth@tn.gov
Contact for Questions/Comments prior to Deadline Date:	Submit via email to: TN.Youth@tn.gov <i>*Note, after approval, documentation must be submitted into Smart Simple grants management system.</i>
Technical Assistance Opportunity:	Monday, May 1, 2023 Virtual, 10:30 am – 11:30 am CST Register via email to: TN.Youth@tn.gov
Period of Performance:	July 1, 2023 - August 31, 2024

I. Participant Eligibility and Priority:

- A. Phase II – SYEP participants must, at minimum:
 1. Be between the ages 14-24, with limited or no work experience.
- B. In addition to the minimum eligibility requirements for Phase II – SYEP, awarded entities should prioritize services for individuals who are:
 1. low-income, and/or currently in or have aged out of foster care

- a. Low-income individual is defined as someone who:
 - i. receives or in the past six (6) months has received—or is a member of a family that is receiving or in the past six (6) months has received:
 - a) assistance through the Supplemental Nutrition Assistance Program (SNAP); or,
 - b) the supplemental security income program established under Title XVI of the Social Security Act; or,
 - c) State or local income-based public assistance
 - ii. is in a family with total income that does not exceed the higher of:
 - a) The poverty line, or seventy percent (70%) of the lower living standard income level; or,
 - b) a homeless individual; or,
 - c) receives or is eligible to receive free or reduced-price lunch; or,
 - d) a foster child on behalf of whom state or local government payments are made; or,
 - e) an individual with a disability whose own income meets the low-income level for eligibility purposes; or,
 - f) youth who reside in a high-poverty area.

**Note - For additional guidance, see WIOA Low-Income Guidelines Policy.*

- b. Foster care will be defined as:
 - i. an individual in or who has aged out of foster care or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Social Security Act (42 USC 677) or in an out-of-home placement.

II. Program Design and Requirements:

A. The following program design elements should be considered when applying for this funding:

- 1. Allowable costs for Phase II – SYEP:
 - a. Work Experience
 - i. Wages/stipends paid for participation in work experience
 - ii. All required federal and state taxes, workers compensation, benefits, and other employment withholdings
 - iii. Funding awarded for work experience during Phase II – SYEP will be calculated based upon the identified number of youth to be served in the application and the following program design assumptions:
 - a) A maximum of eight (8) weeks part-time employment for all participants.
 - b) A maximum of 25 hours worked per week.

- c) A maximum of \$16.00 an hour for wages.
 - iv. An individual participant shall not receive more than the maximum benefit of \$3,200 for work experience, inclusive of all wages and withholdings.
 - a) Participants who participate in Phase I – SYEP may not participate in Phase II – SYEP work experience activities to receive additional compensation above the maximum benefit.
 - v. Payment to the participant may be made by the awarded entity which may require additional documentation to be maintained.
 - b. Career Exploration
 - i. After the statewide goal of youth to be served through work experience in the SYEP are served, additional career exploration or other innovative youth activities and strategies may be considered for funding. Applying entities are encouraged to include this in the Phase II – SYEP proposal.
 - ii. Examples of career exploration activities may include, but are not limited to:
 - a) Short term internships or job shadowing activities for in-school youth during Fall, Winter, or Spring breaks
 - b) Equipment for career exploration, camp experience, or mobile unit
 - c. Administrative costs
 - i. A maximum of ten percent (10%) of the total award may be spent on costs to administer Phase II – SYEP.
2. Unallowable costs for Phase II – SYEP:
- a. Activities not expressly identified in this funding opportunity announcement or approved in advance and in writing by TDLWD would be considered unallowable and subject to repayment to TDLWD.
- B. Program Requirements
- 1. Awarded entities must partner with and include letters of support in the application from the following for Phase II:
 - a. Minimum of three (3) educational and employer partners.
 - 2. Awarded entities must identify a goal with the number of individual youth participants which they plan to serve during Phase II – SYEP.
 - 3. Awarded entities must maintain all supporting documentation, such as participant eligibility, performance, and financial reporting for Phase II – SYEP.
 - a. Monthly financial and performance reporting requirements will be shared by TDLWD in the Notice of Award.



4. Awarded entities must register all Phase II – SYEP participants in the TDLWD Jobs4TN system.
5. Awarded entities must have a variety of work experience opportunities available to participants which align to in-demand industry sectors in the local area. Regional alignment is encouraged.

III. Period of Performance

- B. Phase II – SYEP begins July 1, 2023 and ends August 31, 2024.
 1. Notice of Award (NOA) will be released no later than May 15, 2023.
 2. Employment activities shall begin no earlier than July 1, 2023
 3. 100% of the award must be expended by August 31, 2024
 - a. Awarded entities not meeting 80% obligation rate as of May 15, 2024, are subject to recapture and reallocation of unobligated or remaining award balance.

IV. Other information

- B. Application Submission
 1. Entities must submit an application/proposal, identifying the number of participants to be served during Phase II – SYEP and a completed budget based on the program design assumptions identified in this announcement.
 2. Applications must provide a narrative detailing how Phase II – SYEP will be implemented, including:
 - a. the methods to be used to engage low income and foster care youth, and employers to place participants for work experience; and,
 - b. any additional career exploration or other innovative youth activities to be considered after the identified goal youth to be served through work experience are served.
 3. Applications must include the required letters of support identified in this announcement.
 4. Proposals and all supporting documentation for Phase II – SYEP must be submitted electronically to TN.Youth@tn.gov, no later than 12:00 p.m. CST on **May 8, 2023**.

Approved for Release:

Steve Playl, Jr.

Assistant Commissioner, Division of Workforce Services

Northern Middle Allocations
Comparison to Prior Year
Allocation Notices

Letter Dated

Current Year Allocations

5/2/2023	P23		F24		Total	
Youth	2,510,336.98		-		2,510,336.98	
Adult	474,938.00		1,939,902.44		2,414,840.44	
Dislocated Worker	628,565.74		2,286,103.39		2,914,669.13	
	3,613,840.72		4,226,005.83		7,839,846.55	

Agrees to Current Contracts

2nd Letter Dated

Prior Year Allocations

7/14/2022	P22		F23		Total	
Youth	3,054,142.00		-		3,054,142.00	
Adult	536,868.00		2,399,174.00		2,936,042.00	
Dislocated Worker	687,136.00		2,729,847.00		3,416,983.00	
	4,278,146.00		5,129,021.00		9,407,167.00	

Change - Current Year to Prior Year Allocations

	P23 to P22		F24 to F23		Total	
Youth	(543,805.02)	-18%	-		(543,805.02)	-18%
Adult	(61,930.00)	-12%	(459,271.56)	-19%	(521,201.56)	-18%
Dislocated Worker	(58,570.26)	-9%	(443,743.61)	-16%	(502,313.87)	-15%
	(664,305.28)	-16%	(903,015.17)	-18%	(1,567,320.45)	-17%