



## **Request for Proposals - Program Year 2026**

Adult, Dislocated Worker and Youth Services

### **Foothills Workforce Development Board**

P.O. Box 841

111 W. Court Street

Rutherfordton, NC 28139

Annette Staley, Workforce Development Director

[astaley@frcnc.gov](mailto:astaley@frcnc.gov)

Cell (828) 980 3599

Office (828) 351 2369

*Equal Opportunity Employer/Program*

*Auxiliary Aids and Services Available upon Request to Persons with Disabilities*

*Language assistance services are available free of charge to individuals with*

*Limited English Proficiency*

# **Foothills Workforce Development Request for Proposal**

|   |         |
|---|---------|
| Section 1 Introduction                            | Page 3  |
| Section 2 System Information & Requirements       | Page 11 |
| Section 3 Foothills NCWorks                       | Page 18 |
| 3.1 WIOA Title I Adult/Dislocated Worker Services | Page 20 |
| 3.2 WIOA Title I Youth Services                   | Page 22 |
| Section 4 Resources                               | Page 29 |
| Section 5 Forms and Templates                     | Page 40 |

# Foothills Workforce Development Request for Proposals

## Section 1: Introduction

### Purpose

The Foothills Workforce Development Board (FWDB) solicits qualified organizations to provide Adult, Dislocated Worker and Youth services through Foothills' NCWorks One-Stop Workforce System under the Workforce Innovation and Opportunity Act (WIOA), within Cleveland, McDowell, Polk and Rutherford Counties. The NCWorks Career Centers serve as a hub for workforce efforts within their community, offering services to both job seekers and employers within an Integrated Service Delivery Business Model.

There are two components to this RFP. (1) WIOA Adult and Dislocated Worker Service Provider; (2) WIOA Youth Service Provider. The successful bidder(s) will be selected based on demonstrated abilities, past performance, a sound proposal, and cost-effective service delivery. The FWDB expects bidders to propose to provide Adult, Dislocated Worker, and Youth Services for all four (4) counties within the FWDB region (Cleveland, McDowell, Polk and Rutherford Counties).

***Disclaimer:*** This RFP, any bids submitted by proposers to this request, and any final contracts negotiated with the successful bidder(s) as a result of this proposal is subject to final laws and regulations issued by the United States Department of Labor (USDOL), the North Carolina Department of Commerce, Division of Workforce Solutions (NCDOC-DWS) and may be changed at any time in order to come into compliance with those laws and regulations. Bidders are strongly encouraged to follow the USDOL's WIOA resource page for latest updates: [www.doleta.gov/wioa/](http://www.doleta.gov/wioa/). Furthermore, as the FWDB continues to develop and refine its NCWorks system and integrate WIOA regulations, its policies and procedures may be subject to change. Bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in the program design or service occur, FWDB staff will assist bidding organizations or Service Providers in the redesign to ensure consistency with policy and regulatory requirements. Any significant changes made to this RFP will be posted to the <https://frcnc.gov/workforce-development/> website.

## Submission Information

### RFP Timeline

|                                    |                   |
|------------------------------------|-------------------|
| Letter of Intent/RFP Public Notice | January 27, 2026  |
| Letter of Intent/RFP Posted        | January 27, 2026  |
| Letter of Intent Due               | February 10, 2026 |
| Proposal Deadline                  | March 13, 2026    |
| Formal Review of Proposals         | March 116, 2026   |
| FWDB Notice of Selection           | May 8, 2026       |
| Contract Negotiations              | May 11, 2026      |
| Anticipated Contract Start Date    | July 1, 2026      |

### Deadlines

**Bidders are required to submit a Letter of Intent to Bid form (non-binding) on or before Tuesday, February 10, 2026 by 4:00 P.M., to be eligible to submit a response to the Request for Proposal. Letter of Intent form can be located at: <https://frcnc.gov/workforce-development/>**

The deadline for receiving responses to this RFP is **4:00 pm** on March 13, 2026. FWDB will not accept late Letters of Intent or proposals and will make no exceptions. Late proposals will be deemed non-responsive and will not be reviewed.

### Submitting a Proposal

**The mandatory Intent to Bid form will be accepted at Foothills Regional Commission at 111 West Court Street in Rutherfordton or mailed to PO Box 841, Rutherfordton, N.C. 28139. Forms will also be accepted by email at: [astaley@frcnc.gov](mailto:astaley@frcnc.gov)**

Bidders must provide both a printed proposal and an electronic version on computer storage media (portable USB drive) as described below. All proposals must be assembled in the order outlined in the individual section of this request to which a bidder is responding. Failure to submit all required documents and forms may cause a proposal to be considered incomplete and non-responsive. Responses will not be accepted via e-mail.

- One original hard copy of the full proposal in Microsoft WORD Format on an USB drive and another hard copy in a 1" three-ring binder must be submitted. FWDB is not responsible for unreadable computer media.
- Font size should be 12 point Times New Roman font, single-spaced with 1 inch margins. All pages are to be numbered sequentially. Both should arrive either by mail or in person, no later than Thursday, March 6, 2025 to the designated staff (email versions will not be accepted):

#### **Mail to:**

Foothills WDB  
Attention: Annette Staley  
PO Box 841

Rutherfordton, NC 28139

### Bidder's Conference

Foothills Workforce Development will not hold a bidder's conference.

- If you have questions about this request, please direct them in writing via email to Annette Staley at [astaley@frcnc.gov](mailto:astaley@frcnc.gov)
- Deadline for submitting questions is March 3, 2026

## Evaluation Criteria and Process

### Selection and Evaluation

FWDB will review and evaluate proposals on the basis of:

- ✓ Meeting the basic submission requirements outlined in this RFP.
- ✓ Relevant capacity and experience in managing Adult, Dislocated Worker and Youth Services similar to that on which the organization is bidding – including business policies and practices, qualifications of personnel the bidder offers to operate the business aspect, as well as business references.
- ✓ Financial processes, financial stability and the proposed budget of the bidding organization for reasonableness and how it correlates with proposed services.

Proposals will be scored as follows:

|  |  |
|--|--|
| <b>Program Design – 45 Points</b>  |  |
| Does the proposed program design provide sufficient detail on the following:   |  |
| Does the proposed program provide an effective service to (and understanding of) the target population, including hard-to-serve populations? (15 points) |  |
| Is the proposed program in line with the performance outcomes established by the WDB and WIOA? (10 points)   |  |
| Does the proposed program articulate innovative strategies for service delivery? (10 points)   |  |
| Does proposal include all steps for participants from intake to exit including follow-up? (10 points)  |  |
| <b>Total Score—Program Design Points</b>   |  |
|  |  |

|   |  |
|---|--|
| <b>Service Delivery – 30 Points Total</b>   |  |
| Does the proposed program provide sufficient detail on the following:   |  |
| Does the Employment Development plan describe in full detail the proposer’s process and strategies for the delivery of required youth elements (10 points)  |  |
| Does the proposer describe the activities and services that will be offered to individuals in follow-up? (10 points)  |  |
| Does the proposed program articulate innovative strategies for service delivery? (5 points)   |  |
| Does customer describe steps for participants from intake to exit including follow-up? (5 points)   |  |
| <b>Total Score Service Delivery Points</b>  |  |
|   |  |
| <b>Agency Qualifications/Qualifications of Personnel – 25 Points Total</b>  |  |
| Is the staff involved in the delivery of service competent and professional to provide effective services? Close scrutiny will be applied to the qualifications of the staff that will be providing the assessment and case management services to the WIOA participants, measured by experience and education. (20 points) |  |
| Is staffing appropriate to meet program needs? (5 points)   |  |
| <b>Total Agency Qualifications Points</b>   |  |
|   |  |
|   |  |
| <b>Performance Outcomes – 15 Points</b>   |  |
| Does the proposer describe in full detail the plans to track, evaluate and monitor the program’s goals, objectives and outcomes? (15 Points)  |  |
|   |  |
|   |  |
| <b>Budget- 10 Points</b>  |  |
| The cost per WIOA participant of the proposed program is evaluated to determine if it is fair and reasonable (5 points)   |  |
| Is the budget presented in sufficient detail to evaluate the reasonableness of the program cost? (5 points)   |  |

|  |  |
|--|--|
| <b>Total Budget Points</b>   |  |
| <b>Bonus—5 Points</b>  |  |
| Proposals that budget a 10% (or less) of total administrative, overhead, or profit costs to the grant will earn an automatic 5 bonus points. |  |
| <b>Total Proposal Score</b>  |  |

FWDB’s evaluation process includes: review, scoring and recommendations by a review panel, with final approval being given by the full FWDB.

### **Contract Period**

FWDB will negotiate a contract with successful bidders to begin on or around July 1, 2026. The first-year contracts will extend through June 30, 2027. Foothills reserves the right to renew contracts on an annual basis for up to two additional years (through June 30, 2029) based on an annual review of performance (programmatic, financial, and service delivery), availability of funds, and annual approval by the FWDB. The FWDB reserves the right to end any contract prior to its conclusion based on poor performance and/or inability to meet the terms of the contract.

### **Notification**

Foothills will notify all bidders in writing and via email of the results of the review process after the Board has made their decision. **Notifications will be sent via email by May 8, 2026.**

### **Appeal**

The appeal process is documented in the FWDB Procurement and Contracting Policy, which is located in the link to the local Area Plan Attachments at <https://frcnc.gov/workforce-development/>

## **Bid Requirements**

### **Conditions of Bid**

1. Any governmental, educational or not-for-profit organization or agency engaged in a public service may apply. Private for-profit organizations engaged in providing employment and training and educational opportunities for eligible adults or youth may apply.
2. Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

3. By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and Service Providers certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. Vendors and Service Providers shall not utilize any subService Provider that is identified on the Final Divestment List.
4. Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.
5. Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts prior to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals.
6. Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP and must meet high standards of public service and fiduciary responsibility. Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response. The selected Service Provider must comply with WIOA, Title I, Public Law 113-128, and all appropriate NC Division of Workforce Solutions and Foothills Workforce policies. A list with links to the referenced web sites is provided in Section 4 of the RFP.
7. FWDB may accept or reject any or all responses under this request.
8. FWDB is not obligated to contract with any respondent to this request.
9. FWDB may change any part of this request at any time prior to the submission deadline. If it becomes necessary to revise any part of the Request for Proposals, all addendums will be provided in writing to all known interested parties (those who have requested the RFP) and posted on the FWDB website <https://frcnc.gov/workforce-development/> , VERBAL COMMENTS OR DISCUSSION RELATIVE TO THIS SOLICITATION CANNOT ADD, DELETE OR MODIFY ANY WRITTEN PROVISION. ANY ALTERATION MUST BE IN THE FORM OF A WRITTEN ADDENDUM.
10. This solicitation does not commit the FWDB to award a grant, or to procure or contract for services. The Board reserves the right to select proposals it deems most responsive and appropriate and is not bound to accept any proposal based on price alone. The Board



also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. The FWDB reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety, this RFP if it is in the best interest of Foothills to do so.

11. FWDB will not pay for any expenses incurred prior to the execution date of a contract or any expenses incurred after the termination date of the contract.
12. Subcontracting is permissible. If any part of the work covered by this RFP is to be subcontracted, the respondent shall identify the subcontracting organization(s) in the proposal indicating the WIOA services to be subcontracted and the rationale for using a subService Provider rather than providing the services directly. All subcontracts are subject to applicable federal, state and local laws, rules, regulations, and policies governing procurement. No more than 25% of funds awarded under any contract may be subcontracted. *This does not include OJT contracts developed for training WIOA customers.* The respondent must also describe how subService Providers were (or will be) procured and selected, their qualifications, and the basis for payments. SubService Providers shall be subject to the same requirements as the respondent under this RFP and any resulting contract. Foothills must approve all subcontracts prior to the final execution of a contract. Subcontract agreements shall include the minimum provisions required in Foothills contracts. A copy of subcontract agreements must be submitted to Foothills Workforce Development prior to entering into any agreement. Service Providers will be held accountable for all work done by its subService Providers.
13. No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after the funding is awarded. Commercial or financial information obtained in response to this RFP that is privileged and confidential and is clearly worded as such will not be disclosed at any time so long as all requirements of North Carolina General Statutes 132-1.2 have been met. Materials submitted to the FWDB as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. Respondents must visibly mark as “Confidential” each part of their funding application that is considered proprietary information. The FWDB is not responsible for the return of any part of a submission, including creative examples of work.
14. Funding of any contract is contingent upon receipt of funds from the State of North Carolina and/or the United States Government.
15. As part of the proposal review process under this solicitation, FWDB staff will conduct a pre-award review of the respondent organization’s administrative and fiscal capabilities. Any concerns or discrepancies will be addressed with the respondent(s) prior to final contract approval. Respondents who have outstanding audit or monitoring exceptions may not receive a contract unless the Board is satisfied with the current or proposed resolution of the findings, and the corrected measures are immediately forthcoming.

16. FWDB will administer contracts awarded through this RFP. The FWDB may require successful respondents to participate in cost negotiations, technical revision, or other revisions to their proposal prior to final contract award. A successful contract negotiation is viewed as a step in the overall selection process. In addition, contract amounts may be adjusted by FWDB based on final allocations and/or subsequent contract negotiations.
17. FWDB will negotiate contracts to begin on or around July 1, 2026 and extend through June 30, 2027.. Contracts may be renewed each year for up to two additional years (through June 30, 2029) depending upon an annual review of performance, availability of funds, and annual approval by the FWDB.
18. If selected as the awardee(s) for any part of this RFP, Foothills reserves the right to award additional funds to the selected awardee(s). The additional funds may be additional WIOA funds or funds received through other outside grants.
19. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this request may have any contact outside of the formal review process with any FWDB member or board staff for purposes of discussing or lobbying on behalf of a bidder's proposal. This contact includes written correspondence, telephone calls, personal meetings, e-mail messages, or other kinds of personal contact. Foothills will reject proposals of those bidders who violate this condition.
20. No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this request may offer any favor, gratuity, inducement, or anything of monetary value to any Foothills staff, or any member of the FWDB for purposes of influencing the evaluation of a proposal submitted under this Request. Foothills will reject proposals of those bidders who violate this condition.

### **Assurances and Certifications**

All Service Providers who are awarded a contract are required to accept certain assurances and certifications. These forms and others are a part of the contract process and can be found in Section 5, Forms and Templates.

1. Assurances – (Non-Construction) Certification (SF 424B)
2. State of Compliance
3. Annual Employee Background Checks
4. Certification Regarding Debarment and Suspension (3 CFR Part 1986)
5. Certification Regarding Lobbying (29 CFR Part 93)
6. Instructions for Certification-Lower Tier Transactions
7. Drug Free Workplace Certification (29 CFR Part 98)
8. Nondiscrimination & Equal Opportunity Assurance (41 CFR Part 60), as applicable

### **Conflict of Interest Statements**

All Service Providers who are awarded a contract under this RFP are required to read and provide signed Conflict of Interest statements for all their employees that work in the Foothills NCWorks System on an annual basis for as long as they are associated with the Foothills Workforce Development Area. Initial signature pages are due within 30-days of the contract start date. The Conflict of Interest Policy can be found at <https://frcnc.gov/workforce-development/>.

## **Section 2: System Information & Requirements**

### **The System**

The FWDB is a private sector-led board that provides policies, guidance, and oversight for the Workforce Innovation and Opportunity Act (WIOA) Title I programs in a four-county region (Cleveland, McDowell, Polk, and Rutherford Counties) in southwest North Carolina. The FWDB is led by a Jobs Training Consortium of local Chief Elected Officials and a board that oversees a broad range of programs and initiatives. The FWDB includes representatives from small, medium, and large businesses; labor organizations; education; economic development; community-based organizations; and one-stop partners.

### **Roles and Responsibilities**

The FWDB is responsible for implementing, guiding and overseeing the workforce development system across the Foothills region with a goal of serving the needs of businesses and jobseekers. This guidance and oversight also applies to the NCWorks Career Centers (One-Stops).

The Foothills Regional Commission (FRC) is the grant recipient/fiscal agent and administrative entity for the WIOA Title I (B) funds as designated by the Foothills Jobs Training Consortium. Contracts entered into with WIOA Title I Service Providers in the local area will be contracts with the FRC. All parties contracting with FRC must comply with USDOL regulations and its published interpretations. Administration and operation of this program is subject to compliance with the federal Workforce Innovation and Opportunity Act of 2014, state of North Carolina policies and procedures as issued from the NC Department of Commerce, Division of Workforce Solutions, and local policies and procedures issued by the FWDB. Funded proposals will be required to meet specific federal, state and local guidelines for participant outcomes and program performance.

### **Current Foothills Career Center System**

There are three comprehensive certified NCWorks Career Centers (NCWorks Career – Cleveland, NCWorks Career Center – McDowell, and NCWorks Career Center – Rutherford) throughout the Foothills area with a wide variety of involved partners, operational methods, types of location, and traffic flow (In Polk County, NCWorks Staff are available at partner access points located at the Polk Campus of Isothermal Community College in Columbus, NC). The FWDB, our Service Providers, and a network of partners continue to evaluate and improve career centers services.

## **Current Foothills Labor Market**

Labor market overview information for the Foothills area can be found on the FWDB website:

<https://frcnc.gov/workforce-development/>

## **NCWorks Career Centers**

NCWorks is North Carolina's workforce system. It is a large system with several interrelated parts, all focused on adding value for its customers. The FWDB Area's NCWorks system includes three comprehensive NCWorks Career Centers in McDowell, and Rutherford Counties and partner access points in Polk County.

The **NCWorks Career Centers service** delivery model is one where the customer is the focus, allowing staff to better connect educated and trained workers to employers recruiting talent. All individuals working within our NCWorks Career Centers are considered center staff. Their goal is to help people with career exploration, setting career goals, and ultimately getting a job, keeping a job or advancing on their career path. These efforts are performed to assist individuals in obtaining better employment, which would allow them to become and remain self-sufficient.

## **What is Customer Focused Integrated Service Delivery?**

- All staff serve customers where the customer, not regulations and law, is the focus.
- An integrated customer flow focuses on the needs and goals of the customer using a clearly defined plan providing the services needed to be successful.
- The career/employment plan is developed by the customer with input and assistance from staff on their path to success.

## **Policy and Procedures**

The FWDB staff establishes policies and procedures which govern how all Service Providers operate and deliver services under the Foothills Area NCWorks brand. Board staff involve Service Providers in technical assistance sessions and workgroups that help develop, refine, and implement NCWorks policies and procedures.

Foothills Workforce Development's web site <https://frcnc.gov/workforce-development/> link to the Local Area Plan Attachments contains information for all Service Providers and staff that includes policies and procedures for the FWDB WIOA program delivery. Policies and Procedures set system and service delivery requirements and provide updates with new information for operations.

## **System Guidance and Requirements**

### **Outreach and Communications**

- Outreach efforts must meet board standards and be approved by the Foothills Workforce Director, and FRC Executive Director. This applies to print materials, interior and

exterior signage, social media posts, and any item that will be viewed by the public. The FRC Communications Manager will provide directions and guidance regarding:

- Proper use of the logo
  - Imagery
  - Design aesthetics/colors
  - Layout
  - Appropriate language and tone
  - NCWorks Email signatures
- Service Providers may not use their corporate names or identities when operating any part of the Foothills Workforce Development NCWorks system/programs
  - Service Provider staff are required to present themselves to customers and the general public as NCWorks and/or NextGen staff as appropriate.
  - Service Providers will follow the NC State Employee annual holiday schedule, which coincides with the holiday closing of our NCWorks Career Centers.
  - The FWDB staff coordinates and directs contacts with the media.
  - The Board staff in coordination with FRC Communication Manager develops and maintains Foothills's website and social media outlets.

### **Quality Assurance**

- The Board staff sets standards for quality assurance, programmatic, financial, and compliance monitoring of the Title I Contracted Service Provider and the Foothills NCWorks Career Centers.
- The Board staffs Quality Assurance Team conducts annual monitoring and quality assurance reviews to ensure Service Providers are meeting compliance standards and operating in accordance with system requirements. The monitoring and quality reviews includes Title I Service Providers and the One-Stop Operator Service Provider.
- Board staff also conduct reviews of Service Provider expenditures, billings, payments, inventory and financial systems on a regular basis throughout the year.

### **Information Systems**

- The Department of Commerce, Division of Workforce Solutions (DWS) sets requirements, and provides, and maintains the management information systems (MIS) used in North Carolina, which is currently [www.ncworks.gov](http://www.ncworks.gov). This network of systems is important in delivering service to customers, reporting on service delivery, and judging system and Service Provider performance. The MIS ([www.ncworks.gov](http://www.ncworks.gov)) is used to track all customers, services and performance.
  - **NCWorks Online** ([www.ncworks.gov](http://www.ncworks.gov)) is North Carolina's principal service delivery and customer case management system. It is a web-enabled, online case management and job matching service that also provides labor market information. Staff in the NCWorks Career Centers utilize NCWorks Online,

which is provided and maintained by the North Carolina Department of Commerce, Division of Workforce Solutions.

- **NCWorks Performs** is a performance tracking system that provides “realtime” data regarding WIOA performance indicators and outcomes. It is provided and maintained by the North Carolina Department of Commerce, Division of Workforce Solutions.

## **Financial Management**

- All organizations that receive WIOA funds must comply with the Uniform Guidance issued by the Office of Management and Budget on December 26, 2013 and December 19, 2014, along with DOL's exceptions also published on December 19, 2014. The Uniform Guidance is published at 2 CFR Part 200 and DOL's exceptions at 2 CFR Part 2900. The Uniform Guidance consolidates and updates guidance and requirements applicable to Federal awards from earlier documents including OMB Circulars A-21, A-50, A-87, A-102, A-110, and A-122.
- All WIOA-Title I funded contracts between the FWDB and Service Providers will be conducted on a cost reimbursement basis only. However, related to for-profit organizations, profit is paid based on pay-for performance criteria.
- All WIOA Title I Service Providers are required to conduct internal financial management reviews. The purpose is to provide adequate internal controls and ensure compliance with the following areas related to WIOA Title I funds and services:
  - Provisions of the WIOA and its regulations;
  - Provisions of the WIOA Contract;
  - Applicable State and Workforce Development Board Policies;
  - Accepted financial management and accounting practices; and
  - Compliance with OMB Uniform Guidance (2 CFR Part 200) and others as appropriate.

Internal financial management procedures shall be sufficient to prevent fraud and abuse. All reports of information creating suspicion or instances of criminal misconduct must be reported immediately to Foothills Workforce Development. Internal financial management procedures must also ensure that auditable and otherwise adequate records are maintained which support all expenditures of WIOA funds and confirm adherence to policies regarding allowable costs and allocations of cost to proper cost categories. The WIOA Title I Service Provider shall document all internal financial compliance reviews.

- WIOA Title I Service Providers are required to establish internal program management procedures to assure compliance with contract requirements, delivery of high quality services to eligible individuals and achievement of planned outcomes. Internal program management procedures must also ensure that auditable and otherwise adequate records are maintained to support the eligibility of all WIOA Title I participants and confirm adherence to specific requirements and time limitations.

- It is the objective of the FWDB to place the maximum amount of resources at points in the system where customers are directly served. All funds we contract for administrative and management activities of Service Providers will be spent in support of direct service delivery.
- All Service Providers must demonstrate familiarity with and the ability to abide by the terms of Foothills Workforce Development's contracts, including the requirements for financial management.
- As a recipient of WIOA Title I funds, Service Providers must have an annual financial and compliance audit performed. The audits must be conducted in accordance with auditing standards set forth under the OMB Uniform Guidance (2 CFR Part 200). This requirement will be met by providing Foothills Workforce Development a copy of the annual audit according to OMB Uniform Guidance. For-profit WIOA Title I Service Providers must have an annual financial and compliance audit performed under Generally Accepted Accounting Standards by an independent auditor. A copy of the audit will be forwarded to Foothills Workforce Development. The audit should be submitted within 30 days after the completion of the audit, but not later than six months after the end of the audit period.
- In Accordance with WIOA and the WIOA regulations, WIOA contracted Service Providers must cooperate with any monitoring, inspection, audit, or investigation of activities related to WIOA contracts. These activities may be conducted by the North Carolina Division of Workforce Solutions, the U.S. Department of Labor, Foothills Workforce Development, FRC, or their designated representatives. This cooperation includes access to, examination of, and/or photocopying of books, records, files, documents, property or equipment related to all aspects of WIOA-funded activities under this contractual agreement.
- The following records and documents must be maintained for WIOA-funded participants and employees. They must be available for monitoring and review by Foothills Workforce Development, and must be retained, subject to audit, for five years following the final audit of the contract. If any aspect of the program is under investigation or in the process of audit resolution and/or debt collection, the WIOA Title I Service Provider is required to retain records after the five (5) year period and until the final audit resolution of all disallowed and/or questioned costs are paid or accepted as allowable. Please see below:
  - General ledger or equivalent;
  - Cash receipts and cash disbursements journals/reports or equivalent;
  - Bank statement, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
  - All contracts with Foothills including all amendments;
  - All financial reports and documentation supporting requests for reimbursement;
  - Payroll records including Individual Earnings Record, Employee Withholding;
  - Authorization (W-4), FICA reporting forms, Federal and State withholding,

Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;

- Invoices and/or supporting data for non-payroll disbursements; and
  - Participants' records including participant data forms, verification/documentation items, assessments tests and results, the Individualized Employment Plan, Individualized Service Strategy and documentation of outcomes.
- Proof of insurance is not a requirement for the submission of a proposal; however, successful respondents will be required to obtain all insurances specified/required by Foothills Workforce Development and provide same with proper Certificates of Insurance prior to commencing work under a contract resulting from this RFP.
  - The U.S. Department of Labor requires that all income generated under any WIOA contract shall be reported and used to further program objectives.
  - All non-expendable property/equipment with a life expectancy of one year or more or a unit cost of \$500.00 or more, which is purchased or leased with WIOA funds must be approved in writing by Foothills Workforce Development prior to purchase or lease. The Service Provider agrees to comply with the Uniform Guidance (2 CFR Part 200), and all applicable Foothills Workforce Development property policies.
  - The Service Provider(s) agrees not to dispose of or transfer property/equipment purchased with WIOA Title I funds until written authorization is received from Foothills Workforce Development. The Service Provider(s) will be responsible for maintaining an accurate inventory of all WIOA Title I property/equipment in their possession.
  - The respondent assures, with respect to operation of the WIOA- Title I funded services or activities and all agreements or arrangements to carry out the WIOA-funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act, the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 38. The United States has the right to seek judicial enforcement of this assurance.
  - To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all Service Providers, including any sub-Service Providers employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.



- Individuals employed in work-related activities under WIOA Title I must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 or the applicable State minimum wage law.
- Health and safety standards under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of WIOA Title I participants engaged in work experience and On-the-Job Training activities under WIOA Title I. **Workers' compensation insurance coverage must be secured for WIOA Title I participants in work experience and On-the-Job Training jobs.**
- Service Providers must develop cost allocation plans that properly allocate costs between management/administrative functions and operations, as well as among the various federal revenue sources that fund FWDB contracts. Service Providers' cost allocation plans must meet requirements of the NC Division of Workforce Solutions' workforce financial manual and be reviewed by the board staff. We will ask Service Providers to develop their allocation plans when negotiating a contract budget.
- Service Providers must have a policy to control, track and account for cash substitutes used as scholarships for our WIOA Title I customers.

## Performance

We judge our success by:

- Performance indicators set by the Federal Government;
- Contract expectations and additional performance measures set by the FWDB;
- Pay for performance expectations established for for-profit Service Providers;
- Results from quality assurance reviews; and,
- Feedback from our customers.

***Performance Indicators.*** WIOA Title I establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of programs including Adult, Dislocated Workers and Youth programs. Expected outcomes are provided in Section 4 of the RFP.

***Contract Expectations and Additional Performance Measures.*** We expect Service Providers to meet contracted annual targets to continue receiving funding. Current measures are available in Section 4 of the RFP.

***Pay-for-Performance Expectations.*** Foothills Workforce Development established a Profit Calculator Policy for all for-profit Service Providers. Payments of their profit line item is made based on the performance of the contracted Service Provider. Pay-for-performance expectations for the current year are available in Section 4 of the RFP.

**Quality Assurance Reviews.** Foothills Workforce Development monitors all WIOA Title I Service Providers and NCWorks Career Centers using a Quality Assurance (QA) process. This process ensures WIOA Title I funds are spent in an efficient and effective manner as prescribed by WIOA. The QA process includes regular programmatic, financial, and random desk reviews. It also includes site visits of all Centers to ensure the provision of quality services.

**Customer feedback.** We expect each of our Centers to maintain on-going customer feedback mechanisms that solicits, processes and shares back to the system information on what customers think of our service and how customers think we can improve it. Centers are expected to take customer feedback and make improvements as deemed reasonable and beneficial to the system.

## Section 3: Foothills Workforce Services

### Introduction

FWDB is issuing this Request for Proposals (RFP) to solicit cost-effective proposals to provide WIOA Title I Adult, Dislocated Worker and Youth services in Cleveland, McDowell, Polk and Rutherford Counties. At the time of this RFP, amounts are approximate and will be finalized once program year allocations are received from the NC Division of Workforce Solutions.

#### Services and Award Amounts

*These are approximate amounts and are subject to change based on actual program year allocations.*

##### 1. WIOA Title I Adult and Dislocated Worker Service Provider

|                    |           |
|--------------------|-----------|
| Adult:             | \$352,000 |
| Dislocated Worker: | \$155,000 |

##### 2. WIOA Title I Youth Services Provider

|        |  |
|--------|--|
| Youth: | \$375,000 (\$75,000 In-School \$300,000 Out-of-School) |
| Total  | \$882,000  |

## Section 3.1: WIOA Title I Adult and Dislocated Worker Services

### Introduction

Foothills provides services to customers through an Integrated Service Delivery (ISD) model in the NCWorks Career Centers. This model better serves our citizens and businesses by responding to customer needs, not just program requirements. It creates a seamless delivery system and improves customer services. The ISD model assists people in accessing the services they need to get back to work and help businesses connect with qualified workers. The respondent is expected to provide services based on this model which includes the customer as the focus, flow of services, and staffing roles and responsibilities.

Through the customer centered ISD model, all services are organized around three interrelated functions; Welcome, Skill Development, and Business Services. The expectation is that all functional areas will work closely together to provide seamless services based on the needs and goals of the customer. The three interrelated functions to serve the customers are described below.

- **Welcome:** welcomes the customer, provides an orientation to new customers, conducts a basic assessment of needs, collects registration information, and assists the customer based on the customer's needs and goals or directs the customer to partner services when necessary.
- **Skill Development:** assists the job seeker with work readiness activities. Activities include, but are not limited to, career guidance, skills analysis, assessment testing, supportive services assistance, soft skills training, partner services, occupational skills training, and on-the-job training.
- **Business Services:** provides services to businesses/employers and work-ready job seekers. Provides services to connect employers and job seekers through a variety of activities including recruitment, labor market data, rapid response, career fairs, interview days, on-the-job training and many others.

### Successful Respondents

We expect successful respondents for the Foothills Workforce system to:

- Demonstrate knowledge and experience managing a high-volume customer service business with a diverse customer base
- Have knowledge and experience in preparing, assisting and placing individuals into employment
- Understand and know how to provide career assessment, guidance, and counseling
- Advise customers on education and training opportunities
- Provide high quality, customer-focused service

- Keep accurate, up-to-date, complete records of the services and scholarships provided to customers
- Solicit and process customer feedback on services and provide results and recommendations to Foothills WDB

## How to Submit a Proposal

Submit your proposal in the following order:

1. Proposal Cover Sheet
2. Information about your organization
3. Scope of Work
4. Budget
5. Budget Narrative
6. Fiscal Management Questions
7. Administrative Management Questions
8. Other Required Forms
9. Copy of organization's most recent audit and audited financial statements

### Information About Your Organization

Provide the following information for us in a narrative that is no more than 10 pages. Include the question for each response.

1. A description of the organizational structure and why it is structured this way. Is the organization for profit or non-profit? Explain how this organizational arrangement supports the Workforce Career Services model.
2. An organization chart that shows graphically how your organization operates. Identify the principals and leadership, if any that would be assigned to work on Foothills Workforce Development's contract?
3. A description of your organization's mission, vision, and values, if you have them. How does your organization communicate the vision, mission and core values? How are they expressed in the organization?
4. A description of how your organization's mission supports that of Foothills Workforce Development. Describe how you will ensure that your organization's mission, vision and values will not supplant or confuse the Workforce Board's mission in operation of this project.
5. A description of your financial stability and any comments you wish to make about your credit rating, your payment policies, and any recognition you may have received from accrediting or other bodies for organization or financial excellence. Has your organization experienced any financial difficulty in the past five years?

6. Include references from at least three organizations that have contracted with your organization to provide services similar to those proposed (name of organization, contact person, telephone/email, amount of contract, service(s) provided, and location of services provided (city & state).
7. A description of your organization's policies and practices related to Equal Opportunity and persons with disabilities.

## Scope of Work

Provide the following information for us in a narrative that is no more than 10 pages. Include the question for each response.

1. Describe your organization's experience in helping people who are seeking a career or career change, looking for employment or seeking assistance to go to school or training. Include your experience in the following areas:
  - a. Working with individuals and helping them prepare for career/employment opportunities
  - b. Assessment and intake. Please list the specific assessments you have used in the past and outline your process for assessment and testing.
  - c. Goal-setting and career planning.
  - d. Financial literacy and/or entrepreneurial skills training
  - e. Performance goals and applicable outcomes related to your programs. We are particularly interested in educational outcomes (i.e. enrollment, credential attainment and educational gains) as well as workforce outcomes (employment, retention, and wage gains).
2. List community partners with which you currently have a relationship. Provide an example of how working with community partners has benefitted your customers.
3. Describe how your offices will recruit and provide meaningful service to customers who are eligible for Workforce Innovation and Opportunity Act Title I Adult/DW funds.
4. Define customer centered service. Describe how you will operate in a customer centered service environment.
5. How will you ensure that your services are delivered in a way that makes them equally accessible to individuals with all types of disabilities?
6. Describe the measures your organization will take to attract and retain high producing employees. How do you hold underperforming staff accountable?
7. Outside of Board-supported training, describe your approach to training and onboarding new staff and supporting staff with ongoing training and development.

## Proposed Budget and Costs Breakout

### Guidelines for Completing the Budget Forms

1. **Instructions:** Complete the budget forms (Excel document) to identify all WIOA Title I costs for services for Adults and complete a second set of spreadsheets to identify all WIOA Title costs for services for Dislocated Workers.
2. Signature is required on page 1 of each budget set.
3. All budgets submitted for activities under this Request for Proposal will be for proposed costs during the 12-month period beginning July 1, 2025 and ending June 30, 2026.
4. Provide a **Budget Narrative** to explain all aspects of the proposed costs.

The purpose of the budget narrative is to describe to reviewers how the budget is related to the proposed activities. The budget narrative should identify the line items indicated in the overall budget on the budget form and describe and justify the expenses included in the line item. Each of the expenses identified in the planning stage and included in the final budget will appear in some form in the budget narrative.

The most important thing to remember about the budget narrative is that you must justify any expenses that are not immediately obvious.

## Audit and Financial Statements

Attach a copy of your organization's most recent audit as well as audited financial statements.

## Section 3.2: WIOA Title I Youth Services

### Introduction

The Board's WIOA Title I Youth services (NextGen) are directed specifically to young people between the ages of 16 and 24 who are out-of-school (not attending any school, including post-secondary) (at least 75%) or in-school (no more than 25%) and who face challenges in obtaining the education, skills or experience they need to get good jobs. The Board seeks to set the standard for helping these young people – often referred to as opportunity youth – get a job, keep a job, or get a better job.

The purpose of this solicitation is to provide direct service opportunities for these youth and young adults through a mix of WIOA funding and strategic partnerships with other youth serving organizations.

We seek to:

- Align youth-serving institutions to ease access, reduce duplication, close service gaps and promote collaboration;
- Reduce the number of young persons who are not engaged with the labor market;
- Provide entry into career pathways, increased education and/or paid work experience; and,
- Improve outcomes for youth and young adults through job placement or accelerated credential attainment and increased literacy and numeracy levels

## Current Operations

The FWDB currently has one Service Provider that provides services for eligible young people, who are ages 16-24, out-of-school, and/or in-school, and have multiple challenges that prevent them from finding or maintaining employment. Our Service Providers:

- Provide case management, career and personal counseling, mentoring, help in completing their education and financial aid assistance for scholarships, child care, and work support;
- Prepare Individual Service Strategies and support customers through their course of services;
- Help customers enroll in education and training programs or provide such education credentials and training for customers;
- Recommend and arrange for work-based learning activities including work experiences to help youth move into full-time jobs; and,
- Work with NCWorks Career Centers to recruit and cross-refer youth and young adult customers wanting and needing services.
- Further info on NC Association of Workforce Development Boards Youth Framework can be found at: [https://41caa07a-56ba-4c1e-bb60-4d43c53aa7ab.filesusr.com/ugd/960958\\_2ccd6669518147cc91b1eb875ac780f1.pdf](https://41caa07a-56ba-4c1e-bb60-4d43c53aa7ab.filesusr.com/ugd/960958_2ccd6669518147cc91b1eb875ac780f1.pdf)

## Youth Elements

Youth services includes **five components** for WIOA Title I youth and young adult programming that should be used to interconnect the 14 WIOA Title I youth elements, to ensure participants are prepared for employability success. Proposals must demonstrate ability to ensure all youth elements are available (either directly or in partnership) to customers:

- **Education**  
Educational opportunities are readily available to youth and young adults to help them achieve long-term goals, as well as access resources, tools and services. Occupational skills training, high school equivalency, classes, and tutoring are focused on preparing youth and young adult for high demand occupations.

- **Career Pathways**  
Career pathways versus “jobs” are the focus for youth and young adult employment and training. A clear path from education into the workforce is provided through career pathways that include integrated services, diverse training, career readiness, partnerships and other unique features.
- **Career Experience**  
Career opportunities, entrepreneurship, and work-based learning must be available to each youth and young adult in the program. Local businesses are engaged to provide internships, job shadowing, and on-the-job training.
- **Leadership Development**  
Leadership development must be a strong aspect of Foothills’s youth and young adult program design. Opportunities for youth and young adults to participate in community service, peer-centered activities, classroom development, mentoring, and soft skills training are available.
- **Wrap Around Services**  
Foothills Workforce Development Area will work with state and local organizations to ensure that wrap around services are available in order to meet the needs of their youth and young adults in different ways. Partnerships must include: Employment and Independence for People with Disabilities (formerly VR), DSS, Adult Basic Education and juvenile justice.

## How It Works

Community and youth projects should launch young adults on a meaningful career pathway towards good jobs in our region. We blend an array of service – from partner agencies – to help young people develop essential workplace skills, improve their education and occupational skills and find a job, keep a job and get a better job.

## Expectations

We expect Service Providers to:

- Conduct creative outreach and recruitment activities to identify customers for NextGen assistance within the local community.
- Complete thorough intake interviews and collect eligibility documentation.
- Maintain case management records in NCWorks Online, [www.ncworks.gov](http://www.ncworks.gov)
- Conduct individual assessments that are comprehensive in nature, and can accurately identify a plan to provide services that are necessary and appropriate for eligible youth to be successful in attaining higher skills, educational credentials and jobs.
- Work closely with education/training providers to refer customers for academic skills remediation, high school equivalency preparation, and English literacy instruction.



- Develop effective community partnerships that will support the service delivery needs of youth as identified in the comprehensive assessment.
- Conduct career exploration activities with structured opportunities to explore a range of career options in an industry. This includes labor market information sessions on career clusters and occupations, college fairs and campus visits, job site visits, and industry and community guest speaking events.
- Connect customers to skill development opportunities.
- Help customers enroll in education and training programs or provide such education and training for customers. This includes providing financial support for school through WIOA as well as other scholarships and financial aid available through alternative private and public funds.
- Work closely with NCWorks Career Center's Business Services Team to provide employer leads, share employer feedback, develop and structure work-based learning opportunities that match the skills and interests of customers and address the needs of the employer.
- Engage a significant number of young people in meaningful work-based learning activities to develop workplace skills.
- Provide supportive services as appropriate.
- Maintain contact and active engagement with employers and customers regarding work performance, training progress, and retention.

## Successful Respondents

We invest in customer centered service that employs best practices for youth development, service that meets the psychological/social/emotional needs of young people, provides education and training assistance, and offers wrap-around supports focusing on employment outcomes.

Successful respondents will offer activities that:

- Incorporate intensive case management, career exploration and readiness, and career pathways (academic and occupational).
- Use life and socio-emotional learning skills to better equip young people with non-cognitive abilities needed for successful employment.
- Ensure access to all of the essential components (identified above) while demonstrating an understanding of how appropriate services impact the employability of in-school and out-of-school youth and young adults.
- Demonstrate success and/or an actionable plan for serving the rural areas of the local area.
- Work successfully with young people who are court-involved, in foster care or aging out of foster care, homeless, truant, transient, disabled, and military service veterans.

## How to Submit a Proposal

Submit your proposal in the following order:

1. Proposal Cover Sheet
2. Information about your organization
3. Scope of Work
4. Budget
5. Budget Narrative
6. Fiscal Management Questions
7. Administrative Management Questions
8. Other Required Forms
9. Copy of organization's most recent audit and audited financial statements

**Information about Your Organization** *(If you are submitting a proposal for Adult/Dislocated Worker Services and have already answered questions 1 – 7 in Section 3.1 , then you can skip to the Scope of Work questions for Youth Services.)*

Provide the following information for us in a narrative that is no more than 10 pages. Include the question for each response.

1. A description of the organizational structure and why it is structured this way. Is the organization for profit or non-profit? Explain how this organizational arrangement supports the Western Workforce Career Services model.
2. An organization chart that shows graphically how your organization operates. Identify the principals and leadership, if any that would be assigned to work on Foothills Workforce Development's contract?
3. A description of your organization's mission, vision, and values, if you have them. How does your organization communicate the vision, mission and core values? How are they expressed in the organization?
4. A description of how your organization's mission supports that of the FWDB. Describe how you will ensure that your organization's mission, vision and values will not supplant or confuse the Workforce Board's mission in operation of this project.
5. A description of your financial stability and any comments you wish to make about your credit rating, your payment policies, and any recognition you may have received from accrediting or other bodies for organization or financial excellence. Has your organization experienced any financial difficulty in the past five years?
6. Include references from at least three organizations that have contracted with your organization to provide services similar to those proposed (name of organization, contact person, telephone/email, amount of contract, service(s) provided, and location of services provided).

7. A description of your organization's policies and practices related to Equal Opportunity and persons with disabilities.

## **Scope of Work**

Provide the following information for us in a narrative that is no more than 15 pages. Include the question for each response.

1. Describe your organization's experience in helping youth and young adults become career ready. Describe the challenges related to this population. How would this service look different when serving in-school youth versus out-of-school youth and young adults?
  - a. Working with youth and young adults and helping them prepare for employment opportunities.
  - b. Assessment and intake. Please list the specific assessments you have used in the past and outline your process for assessment and testing.
  - c. Goal-setting, career planning, and soft skill development.
  - d. Financial literacy and/or entrepreneurial skills training.
  - e. Performance goals and applicable outcomes related to your programs. We are particularly interested in educational outcomes (i.e. enrollment, credential attainment and educational gains) as well as workforce outcomes (employment, retention, and wage gains).
2. Describe the extent to which your organization specifically focuses on serving at-risk youth, including youth who are at risk of school dropout or at risk of school displacement due to suspension or expulsion.
3. Provide a detailed description of your youth program and the activities in which a customer would participate including all services received. Fully describe how each activity will support goals for education/skill certification and full-time employment in good jobs.
4. Describe in detail your strategies for targeted outreach, recruitment, enrolling and orienting youth. Please identify any unique recruiting timelines and/or include strategies for maintaining an active caseload through the year.
5. Does your organization leverage community-based resources, including partnerships with organizations that provide mentoring services and private-sector employer involvement? If so explain what that process looks like.
6. Describe how youth will be assessed upon enrollment. Include a description of any tools or methods used to determine the following: levels of basic skills, work readiness skills, interests and aptitudes, occupational skills and supportive service needs. Explain how these assessments inform the service strategy for youth.

7. Describe your deployment of comprehensive support services to youth, including addressing behavioral issues, emphasizing academic and career growth, and enhancing parent and family engagement.
8. Describe your experience in tracking/reporting outcomes, including any experience using NCWorks Online.
9. Describe your strategies for incorporating a career pathway approach into your service delivery system. Use an evidence-based program model that demonstrates your organization's proven track record of success.
10. Define customer centered service. Describe how you will operate in a customer centered service environment.
11. Explain how you will obtain and use feedback from customers to improve the delivery of services for the NextGen population. This should include an example of rigorous, quantitative performance measures that confirm effectiveness of the program(s)
12. Explain how you will use emerging technologies to improve the quality and efficiency of services to youth.
13. Describe what you consider to be current or past successful collaborations? What made it a success?
14. Describe how you will collaborate with the NCWorks Career Centers (including the Business Services team) to assist youth and young adult with obtaining employment.
15. Describe in detail how your organization incorporates work-based learning activities to provide opportunities for youth and young adults to gain work experience. Describe the balance between classroom-based activities and work-based learning opportunities.
16. Describe your process for following up with youth and young adults. Identify strategies used to ensure participants retain employment and/or persist in college. How will you maintain contact with youth and young adult to assist them during the follow-up period?
17. How will you ensure that your services are delivered in a way that makes them equally accessible to individuals with all types of disabilities?

## Performance and Accountability

NextGen Services are primarily responsible for achieving annual targets for performance measures relating to an educated workforce and higher incomes: placing individuals in employment that they can retain, and which increases their incomes and helps them achieve higher levels of education and training, including certifications necessary to obtain good jobs.

Performance indicators for WIOA Youth programs are shown in Section 4 of the RFP.

## Budget and Budget Narrative

### Guidelines for Completing the Budget Forms

1. **Instructions:** Complete the budget forms to identify all WIOA costs for services for Youth. This must be completed for each county you are proposing to serve.

***NOTE:** Due to high supportive needs of Youth and Young Adults both childcare and transportation support services will be allowed in PY25. We caution the Service Provider to minimize incentives to youth and young adults due to budget cuts, and because incentivizing individuals creates a system of manipulation instead of pride in accomplishments. The Work Experience opportunity should be used and promoted as the incentive.*

2. Signature is required on page 1 of each budget set.
3. All budgets submitted for activities under this Request for Proposal will be for proposed costs during the 12-month period beginning July 1, 2025 and ending June 30, 2026.
4. Provide a **Budget Narrative** to explain any aspects of the proposed costs.

The purpose of the budget narrative is to describe to reviewers how the budget is related to the proposed activities. The budget narrative should identify the line items indicated in the overall budget on the budget form and describe and justify the expenses included in the line item. Each of the expenses identified in the planning stage and included in the final budget will appear in some form in the budget narrative.

The most important thing to remember about the budget narrative is that you must justify any expenses that are not immediately obvious.

Additional budget information is included in Section 4 of the RFP.

### Audit and Financial Statements

Attach a copy of your organization's most recent audit as well as audited financial statements.

## Section 4: Resources

### General Information

#### Request for Proposals Timeline

### Laws, Regulations and Policies

#### Laws, Regulations and Policies

## Performance

WIOA Title I Performance Indicators

Pay for Performance – Adult/DW

Pay for Performance -Youth

## Service Delivery

Integrated Service Delivery Customer Flow

List of NCWorks Career Centers

NCWorks Career Centers Customer Traffic

NCWorks System Current Staffing Levels

NextGen Youth Served

Adult/Dislocated Workers Served

## Financial

Budget Information

### **Foothills Workforce Development 2025 Request for Proposals Timeline**

|                                    |                   |
|------------------------------------|-------------------|
| Letter of Intent/RFP Public Notice | January 27, 2026  |
| Letter of Intent/RFP Posted        | January 27 2026   |
| Letter of Intent Due               | February 10, 2026 |
| Proposal Deadline                  | March 13, 2026    |
| Formal Review of Proposals         | March 116, 2026   |

|                                 |              |
|---------------------------------|--------------|
| FWDB Notice of Selection        | May 8, 2026  |
| Contract Negotiations           | May 11, 2026 |
| Anticipated Contract Start Date | July 1, 2026 |

## Laws, Regulations and Policies

Workforce Innovation and Opportunity Act

<https://www.doleta.gov/leave-doleta.cfm?target=http://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Final Rules

<https://www.doleta.gov/wioa/final-rules.cfm>

North Carolina Division of Workforce Solutions Policies <https://www.commerce.nc.gov/jobs-training/workforce-professionals-tools-resources>

Foothills Policies

<https://frcnc.gov/workforce-development/> Link to Plan attachments

| <b>Foothills Workforce Development</b><br><b>WIOA Performance Indicators</b> |                  |                    |                   |                  |
|--|------------------|--------------------|-------------------|------------------|
| <b>Adult Indicator</b>   | <b>PY24 Goal</b> | <b>PY24 Actual</b> | <b>% Achieved</b> | <b>PY25 Goal</b> |
| Employment Q2  | 84.0%            | 80.4%              | 95.7%             | 84.0%            |
| Employment Q4  | 84.0%            | 85.4%              | 101.7%            | 84.5%            |
| Credential   | 68.0%            | 64.7%              | 95.1%             | 68.5%            |
| Skills Gains   | 64.2.0%          | 81.6%              | 127.1%            | 65%              |
| Median Earnings  | \$8,267          | \$9,510            | 114.9%            | \$8,300          |
| <b>DW Indicator</b>  | <b>PY23 Goal</b> | <b>PY23 Actual</b> | <b>% Achieved</b> | <b>PY25 Goal</b> |
| Employment Q2  | 77.0%            | 78.6%              | 102.1%            | 77.0%            |
| Employment Q4  | 77.0%            | 81.3%              | 105.6%            | 77.5%            |
| Credential   | 66.0%            | 20.0%              | 30.3%             | 66.5%            |
| Skills Gains   | 67.4             | 63.6%              | 94.4%             | 68.0%            |
| Median Earnings  | \$8,779          | \$8,000            | 109.7%            | \$8,005          |
| <b>Youth Indicator</b>   | <b>PY23 Goal</b> | <b>PY23 Actual</b> | <b>% Achieved</b> | <b>PY25 Goal</b> |
| Employment Q2  | 76.0%            | 70.80%             | 93.2%             | 76.1%            |
| Employment Q4  | 75.1%            | 78.1%              | 104.0%            | 75.1%            |
| Credential   | 59.0%            | 73.3%              | 124.2%            | 59.55            |
| Skills Gains   | 61.5%            | 70.4%              | 114.5%            | 61.7%            |
| Median Earnings  | \$4,708          | \$3,468            | 73.7%             | \$4,800          |



**Foothills Workforce Development  
PY 2024 Workforce Innovation and Opportunity Act  
Adult and Dislocated Worker, Pay for Performance Measures**

*\*There will be a separate spreadsheet for each program Adult & Dislocated Worker*

| <b>Adult &amp; Dislocated Worker</b> | <b>Qtr</b><br>1              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
|--------------------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|-------------------|--------------------------|-----------------------------|----------------|--------------------------------|---------------------|------------------|
| <b>PROFIT CALCULATOR</b>             |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
| PERFORMANCE MEASURE                  | BASILINE<br>(DENOMINATOR)    | TARGET (%)                   | TTL TARGET<br>AMOUNT         | TARGET AMT<br>(based on<br>Qtr) | ACTUAL<br>RESULTS | ACTUAL<br>RESULTS<br>(%) | % OF TARGET<br>(UP TO 100%) | % OF<br>PROFIT | PROFIT<br>AVAILABLE<br>1st QTR | PROFIT<br>AVAILABLE | PROFIT<br>EARNED |
| ENTERED EDUCATION                    |                              | 100%                         | 0                            | 0                               |                   | #DIV/0!                  | #DIV/0!                     | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| CREDENTIAL OBTAINED                  |                              | 90%                          | 0                            | 0                               |                   | #DIV/0!                  | #DIV/0!                     | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| JOB PLACEMENTS                       |                              | 100%                         | 0                            | 0                               |                   | #DIV/0!                  | #DIV/0!                     | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| MEASURABLE SKILLS GAIN               |                              | 100%                         | 0                            | 0                               |                   | #DIV/0!                  | #DIV/0!                     | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
|                                      |                              |                              |                              |                                 |                   |                          |                             | 100.00%        | \$0.00                         | \$0.00              | #DIV/0!          |
| NC WORKS REPORT DATE                 |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
|                                      |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
|                                      | Profit Paid to contractor Q1 | Profit Paid to contractor Q2 | Profit Paid to contractor Q3 | Profit Paid to contractor Q4    |                   |                          |                             |                |                                |                     |                  |
| ENTERED EDUCATION                    |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
| CREDENTIAL OBTAINED                  |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
| JOB PLACEMENTS                       |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
| Measurable Skills Gain               |                              |                              |                              |                                 |                   |                          |                             |                |                                |                     |                  |
| Grand Total                          | \$0.00                       | \$0.00                       | \$0.00                       | \$0.00                          |                   |                          |                             |                |                                |                     |                  |

All measures will be tracked quarterly.

Profit will be awarded quarterly.

*Rates could change based on the state requirements. Rates are determined annually.*

**Foothills Workforce Development  
PY 2024 Workforce Innovation and Opportunity Act  
Youth Pay for Performance Measures**

| PERFORMANCE MEASURE    | BASELINE<br>(DENOMINATOR) | TARGET (%) | TTL TARGET<br>AMOUNT | TARGET<br>AMT (based<br>on Qtr) | ACTUAL<br>RESULTS | ACTUAL<br>RESULTS<br>(%) | % OF<br>TARGET (UP<br>TO 100%) | % OF<br>PROFIT | PROFIT<br>AVAILABLE<br>1st QTR | PROFIT<br>AVAILABLE | PROFIT<br>EARNED |
|------------------------|---------------------------|------------|----------------------|---------------------------------|-------------------|--------------------------|--------------------------------|----------------|--------------------------------|---------------------|------------------|
| ENTERED EDUCATION      |                           | 100%       | 0                    | 0                               |                   | #DIV/0!                  | #DIV/0!                        | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| CREDENTIAL OBTAINED    |                           | 90%        | 0                    | 0                               |                   | #DIV/0!                  | #DIV/0!                        | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| WORK EXPERIENCE        |                           | 100%       | 0                    | 0                               |                   | #DIV/0!                  | #DIV/0!                        | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
| MEASURABLE SKILLS GAIN |                           | 100%       | 0                    | 0                               |                   | #DIV/0!                  | #DIV/0!                        | 25.00%         | \$0.00                         | \$0.00              | #DIV/0!          |
|                        |                           |            |                      |                                 |                   |                          |                                | 100.00%        | \$0.00                         | \$0.00              | #DIV/0!          |

  

| NC WORKS REPORT DATE |  |
|----------------------|--|
|                      |  |

  

|                        | Profit Paid to<br>contractor Q1 | Profit Paid to<br>contractor Q2 | Profit Paid to<br>contractor Q3 | Profit Paid to<br>contractor Q4 |
|------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| ENTERED EDUCATION      |                                 |                                 |                                 |                                 |
| CREDENTIAL OBTAINED    |                                 |                                 |                                 |                                 |
| WORK EXPERIENCE        |                                 |                                 |                                 |                                 |
| Measurable Skills Gain |                                 |                                 |                                 |                                 |
| Grand Total            | \$0.00                          | \$0.00                          | \$0.00                          | \$0.00                          |

All measures will be tracked quarterly. Profit will be awarded quarterly. *Rates could change based on the state requirements. Rates are determined annually.*

## Service Delivery

**Integrated Services Delivery:** A [Service delivery model](#) that focuses on the customer and is organized around services to customers, not discrete programs offered in silos. It is a system in which WIOA Title I Adult and Dislocated Worker and Youth programs and the Wagner-Peyser Employment Services program are the operational backbone of Career Centers. Centers will employ integrated staffing and technology to generate an integrated customer pool and flow. This system is focused on offering value-added, staff-assisted services at Career Centers which are continuously promoted and provided until the customer's goal has been achieved.

**Integrated Staffing:** Career Center staff is organized by function, not by program or employer (funding source), with the purpose of serving customers efficiently and effectively. Staff organized by function is cross-trained so that all center staff has the capacity to serve all customers and is knowledgeable about all services the center offers. Integrated staffing is a team-based approach that results in streamlined and seamless service delivery.

**Integrated Customer Pool:** All Career Center customers are enrolled in Wagner-Peyser for basic career services. For customers who require more intensive services (when eligibility permits), they are enrolled in WIOA Title I Adult. In addition, Trade Adjustment Act customers should also be enrolled in the WIOA Title I Dislocated Worker program for additional wrap around services.

**Integrated Customer Flow:** A system that responds to customer needs, not only to program requirements. Integrated customer flow includes four major functions found within a Career Center that comprise customer welcome, skill development, employment services, and employer services. These customer flow functions will be fulfilled by integrated, cross-trained staff. The Career Center customer flow will include a first-visit, standardized initial skills assessment, easy access to a wide range of skill development services, and the opportunity to improve employment opportunities through skill upgrading, skill validation, and credentialing.

**Integrated Technology:** A web-based system that promotes an integrated customer pool and accommodates integrated services delivery. This system provides workforce development services to job seekers and employers, as well as efficient program and client management/participant tracking used by staff. It is in this system where all Career Center

customers (when eligibility permits) are enrolled in both the WIOA Title I Adult program and Wagner-Peyser program; and all Trade Adjustment Act customers are enrolled in the WIOA Title I Dislocated Worker program.

**Product Box:** The list of programs and services provided by a Career Center. A center’s product box should include any number of “products” related to job placement assistance and job readiness activities, skill development services, occupational training that leads to a credential, and work-based learning. Services should be demand-driven and value-added.

### **FOOTHILLS WORKFORCE AREA NCWORKS CAREER CENTERS**

NCWorks Career Center - Cleveland County  
 1800 E. Marion Street Room 6103  
 Cleveland Community College Legrand Center  
 Shelby, NC 28152  
 (704)480-5414

NCWorks Career Center - McDowell County  
 29 Logan St. (Miller Building)  
 Marion NC 28752  
 (828) 652-7131

NCWorks Career Center - Rutherford County  
 223 Charlotte Road  
 Rutherfordton, NC 28139  
 (828) 286-3042

### **FOOTHILLS WORKFORCE AREA NCWORKS CAREER CENTERS**

#### **\*Career Center Customer Traffic**

| <b>NCWorks Career<br/>Center Locations</b> | <b>PY24</b> | <b>PY25<br/>(to date—<br/>12/30/2025)</b> |
|--|-------------|---|
| Cleveland                                  | 1,830       | 619                                       |

|                 |       |       |
|-----------------|-------|-------|
|                 |       |       |
| McDowell        | 3,217 | 1,488 |
| Rutherford/Polk | 3,288 | 2,355 |
| Total           | 8,335 | 4,462 |

*\*Source: VosGreeter*

### NCWorks System Staffing

| NCWorks Career Center<br>Location | WIOA<br>Staff | DWS<br>Staff | Total |
|-----------------------------------|---------------|--------------|-------|
| McDowell                          |               |              |       |
| Polk                              |               |              |       |
| Rutherford                        |               |              |       |

### FOOTHILLS WORKFORCE AREA

#### NextGen Youth Served

**PY24**

| COUNTY          | CARRY<br>OVERS | ENROLLMENTS | TOTAL YOUTH<br>SERVED |
|-----------------|----------------|-------------|-----------------------|
| Cleveland       | 13             | 12          | 25                    |
| McDowell        | 3              | 5           | 8                     |
| Rutherford/Polk | 7              | 25          | 33                    |
|                 |                |             |                       |
| Totals          | 24             | 42          | 66                    |

**PY25 YTD (7/1/2025 – 6/30/2026) Estimated**

| <b>COUNTY</b>   | <b>CARRY<br/>OVERS</b> | <b>ENROLLMENTS</b> | <b>TOTAL YOUTH<br/>SERVED</b> |
|-----------------|------------------------|--------------------|-------------------------------|
| Cleveland       | 11                     | 5                  | 16                            |
| McDowell        | 2                      | 0                  | 2                             |
| Rutherford/Polk | 14                     | 11                 | 25                            |
|                 |                        |                    |                               |
| Totals          | 27                     | 16                 | 43                            |

## FOOTHILLS WORKFORCE AREA

### Adults/Dislocated Workers (DW) Served

**PY24**

| <b>COUNTY</b>   | <b>CARRY<br/>OVERS</b> |           | <b>ENROLLMENTS</b> |           | <b>TOTAL<br/>ADULTS<br/>SERVED</b> | <b>TOTAL<br/>DW<br/>SERVED</b> |
|-----------------|------------------------|-----------|--------------------|-----------|------------------------------------|--------------------------------|
|                 | <b>Adults</b>          | <b>DW</b> | <b>Adults</b>      | <b>DW</b> |                                    |                                |
| Cleveland       | 20                     | 2         | 29                 | 5         | 29                                 | 7                              |
| McDowell        | 8                      | 0         | 12                 | 1         | 1                                  | 8                              |
| Rutherford/Polk | 15                     | 1         | 39                 | 4         | 54                                 | 5                              |
|                 |                        |           |                    |           |                                    |                                |
| Totals          | 43                     | 3         | 80                 | 10        | 123                                | 13                             |

**PY25 YTD (7/1/25 – 6/30/26) Estimated**

| COUNTY          | CARRYOVERS |    | ENROLLMENTS |    | TOTAL<br>ADULTS<br>SERVED | TOTAL<br>DW<br>SERVED |
|-----------------|------------|----|-------------|----|---------------------------|-----------------------|
|                 | Adults     | DW | Adults      | DW |                           |                       |
| Cleveland       | 15         | 3  | 27          | 2  | 42                        | 5                     |
| McDowell        | 7          | 1  | 5           | 0  | 12                        | 1                     |
| Rutherford/Polk | 10         | 2  | 20          | 3  | 30                        | 5                     |
|                 |            |    |             |    |                           |                       |
| Totals          | 32         | 6  | 52          | 5  | 845                       | 11                    |

**Foothills Request for Proposals  
Budget Information**

**General Information for all sections**

- A separate spreadsheet must be completed for **each county**, and **each program**. Adult, Dislocated Worker and Youth are separate funding streams.
- County fair share breakdown provided in Section 5, Funding
- Limitations for profit are 5-8%. Foothills Workforce Development will not pay more than 8% profit fees on any WIOA service contract.
- There is no expected cost per participant.
- Foothills has an infrastructure agreement in place. As part of the agreement, the Division of Workforce Solutions (DWS) provides all computers, copiers, printers and fax machines and general office supplies in the NCWorks Tier 1 Centers in Rutherford and McDowell Counties, and Cleveland. The Workforce Board help provide general office supplies. There is no need to include these in the budget unless the Service Provider has a need for other types of equipment such as staff cell phones, laptops.....etc
- Identify the basis for the Indirect Costs computation (salaries only, salaries & fringes, total direct costs, etc.)

**NextGen Youth Services (Section 3.2)**

- 75% Out of School youth and 25% In school
- Youth providers must spend 25% of their expenditures on work-based learning.
- Be sure to review the Foothills Youth Supportive Services policy to determine the costs and limitations for youth supportive services.

### **Adult and Youth Apprenticeship**

Youth Providers must spend **6% of total Adult and Youth** expenditures on apprenticeship training and related activities.

## Section 5: Forms and Templates

### Forms

#### Cover Pages

Proposal Identification/Certification Page - (*Adult/DW*)

Proposal Identification/Certification Page - (*Youth Services*)

#### Administrative Management Questions

#### Fiscal Management Questions

- ASSURANCES and CERTIFICATIONS
- STATEMENT OF COMPLIANCE
- ANNUAL EMPLOYEE BACKGROUND CHECK
- CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION
- CERTIFICATION REGARDING LOBBYING
- INSTRUCTIONS FOR CERTIFICATION-LOWER TIER TRANSACTIONS
- CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
- EQUAL OPPORTUNITY AND NONDISCRIMINATION



## Templates

County Fair Share Costs By Program and Services/Training

Adult/DW Budget Spreadsheet Templates

NextGen Youth Services Budget Spreadsheet Template

**Foothills Workforce Development Board  
Adult/Dislocated Worker Services  
Funded Under the  
Workforce Innovation and Opportunity Act, Title I**

The following proposal is hereby submitted in response to WIOA Title I services to include Adult, and Dislocated Workers.

Agency Name:  
Street Address:  
Mailing Address:  
Contact Person(s):  
Telephone Number(s):  
Fax Number(s):  
E-Mail:  
Federal ID#:

Please indicate with a “Yes/No” response the counties where you are proposing to provide the WIOA Title I Services.

Cleveland \_\_\_\_\_ McDowell \_\_\_\_\_  
\_\_\_\_\_ Rutherford \_\_\_\_\_  
Polk \_\_\_\_\_

Type of Organization. Check the appropriate box which describes your organization.

( ) Unit of Local Government ( ) Private Non-Profit Organization  
( ) Private For-Profit Organization ( ) Other (explain): \_\_\_\_\_  
\_\_\_\_\_

Proposed Number of Adults/Dislocated Workers to be served thru 6/30/26:

Adults \_\_\_\_\_ Dislocated Workers \_\_\_\_\_

Are funds from other sources being requested to implement this program? \_\_\_\_\_ Yes \_\_\_\_ No

If the answer to the above question is yes, please indicate sources, amounts and expected dates of funding approval.

Other Sources of Funds  
\$ \_\_\_\_\_

Expected Amount  
\$ \_\_\_\_\_

Approval Date  
\_\_\_\_\_

**Proposed Adult Services Budget:** \$ \_\_\_\_\_

**Proposed Dislocated Worker Services Budget:** \$ \_\_\_\_\_

**Foothills Workforce Development Board42**  
**Youth Services**  
**Funded Under the**  
**Workforce Innovation and Opportunity Act, Title I**

The following proposal is hereby submitted in response to WIOA Title I Youth services.

Agency Name:  
Street Address:  
Mailing Address:  
Contact Person(s):  
Telephone Number(s):  
Fax Number(s):  
E-Mail:  
Federal ID#:

Please indicate with a "Yes/No" response the counties where you are proposing to provide the WIOA Title I Youth Services.

Cleveland \_\_\_\_\_ McDowell \_\_\_\_\_  
Polk \_\_\_\_\_ Rutherford \_\_\_\_\_

Type of Organization. Check the appropriate box which describes your organization.  
( ) Unit of Local Government ( ) Private Non-Profit Organization  
( ) Private For-Profit Organization ( ) Other (explain): \_\_\_\_\_

Proposed Number of Youth to be served thru 6/30/26: \_\_\_\_\_

Are funds from other sources being requested to implement this program? \_\_\_\_\_ Yes \_\_\_\_ No

If the answer to the above question is yes, please indicate sources, amounts and expected dates of funding approval.

| <u>Other Sources of Funds</u> | <u>Expected Amount</u> | <u>Approval Date</u> |
|-------------------------------|------------------------|----------------------|
| \$ _____                      | \$ _____               | _____                |

**Proposed Youth Services Budget:** \$ \_\_\_\_\_

**CERTIFICATION:** The information contained in this proposal represents the organization and its proposed operating plans and budget necessary to conduct the proposed WIOA Title I Adult, Dislocated Worker and Youth Service Activities described herein. I acknowledge that I have read and understand the requirements of the Request for Proposal (RFP) and that the organization is prepared to implement the proposed activities as described. I certify that I am authorized to sign this proposal on behalf of the organization submitting the proposal, and further certify that the responding entity named above waives any right to claims against the Foothills Council of Governments and the Foothills Workforce Development Board members in their individual capacities. The Proposal is firm for a period of at least ninety (90) days from the closing date for submission.

---

Signature of Authorized Representative

Date

---

Printed Name of Authorized Representative

Title

### ADMINISTRATIVE MANAGEMENT QUESTIONS

Answer the following questions regarding your administrative management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with Foothills.

**Yes/No/NA**

|    |  |  |
|----|--|--|
| 1. | Does your organization have current Articles of Incorporation?   |  |
| 2. | Does your organization have written personnel policies?  |  |
| 3. | Do your written personnel policies contain procedures for:   |  |
| a. | Open employee recruitment, selection and promotional opportunities based on ability, knowledge and skills;   |  |
| b. | providing equitable and adequate compensation;   |  |
| c. | training of employees to assure high-quality performance;  |  |
| d. | retaining employees based on the adequacy of their performance, and for making adequate efforts for correcting inadequate performance;   |  |
| e. | assuring fair treatment of applicants and employers in all aspects of personnel without regard to political affiliation, race, color, national origin, sex, age, disability, religion or creed, with proper regard for their privacy and constitutional rights as a citizen; and |  |
| f. | assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office?                               |  |
| 4. | Can your organization revise its present written personnel policies to include the above procedures?   |  |

|     |   |  |
|-----|---|--|
| 5.  | Do your written personnel policies contain a prohibition against nepotism?  |  |
| 6.  | Do your written personnel policies contain a prohibition against employees using their positions for private gain for themselves or other parties?                                  |  |
| 7.  | Does your organization have an authorized, written travel policy for employees and authorized agents that provides for reimbursement for mileage and per diem at a specified rate?  |  |
| 8.  | Does your organization have a written employee grievance procedure to resolve employment complaints?  |  |
| 9.  | Does your organization have the capacity or staff to produce and maintain participant information as needed/ required by Foothills?   |  |
| 10. | If any costs are determined to be disallowed, does your organization have a procedure and source for reimbursing such costs to the Board?   |  |
| 11. | Is your organization governed by a Board/Council?   |  |
| 12. | Does your organization operate under local rules or by-laws?  |  |
| 13. | Has your Board/Council reviewed and approved this proposal?   |  |
| 14. | Does your organization have a current approved Fidelity Bond?   |  |
| 15. | Does your organization have an Equal Opportunity (EO) Policy?   |  |
| 16. | Does your organization have a Complaint or Grievance process?   |  |
| 17. | Does your organization have any legal judgments, claims, arbitration proceedings, lawsuits, or other legal proceedings pending against the organization, its owners, or principles? |  |

*I certify that the information provided on this form is an accurate and true representation of the administrative management systems of this organization.*

\_\_\_\_\_  
Organization (proposer)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

### FISCAL MANAGEMENT QUESTIONS

Answer the following questions regarding your fiscal management system. If selected for award of a contract, some items listed below may be required during the pre-award review prior to entering into a contract with Foothills Area.

**Yes, No or N/A**

|    |   |  |
|----|---|--|
| 1. | Do you have a copy of/access to the WIOA Law, Federal Regulations and subsequent amendments?  |  |
| 2. | Does your accounting system provide you with adequate information to prepare a monthly financial report? (Such report must be derived from a balance sheet and income and expense statements.)  |  |
| 3. | Does your accounting system provide control and accountability over all funds received, property and other assets?  |  |
| 4. | Can your accounting system provide for financial reports on an accrual basis?   |  |
| 5. | Does your accounting system provide for identification of receipt and expenditure of funds separately for each funding source?  |  |
| 6. | Are your accounting records maintained in such a manner as to facilitate the tracking of funds to source documentation of the unit transaction?   |  |
| 7. | Does your accounting system have the capability to develop procedures for determining the allowability and allocability of costs in accordance with the provisions of WIOA regulations?   |  |
| 8. | Are State and Federal funds which are advanced to you deposited in a bank with federal insurance coverage?  |  |
| 9. | Has the bank in which you deposit State and Federal funds insured the account(s) or put up collateral or both, which is equal to the largest sum of money which would be in such bank account(s) at any one point in time during the contract period? |  |

|     |  |  |
|-----|--|--|
| 10. | Do you make monthly reconciliation of your bank accounts?  |  |
| 11. | Are these reconciliations made by the same person who performs the record keeping for receipts, deposits and disbursement and transactions?                            |  |
| 12. | Do you record daily your cash receipts and disbursement transactions?  |  |
| 13. | Are there individuals or positions in your organization which have, as one of their duties, the receipt, distribution or handling of money covered under bond?         |  |
| 14. | Is there a person who is responsible for the recording of all financial transactions?  |  |
| 15. | Is there a person who is responsible for the receipt of all purchased goods?   |  |
| 16. | Does this person immediately assign, upon receipt, an inventory number to the required items   |  |
| 17. | Does this person perform an inventory audit at least once a year?  |  |
| 18. | Do you maintain records on all property acquisition, disposition and transfers?  |  |
| 19. | Do you have written procedures and internal controls established for the procurement of goods and services?  |  |
| 20. | Is a competitive bid process incorporated in your purchasing procedures for acquisition of subService Providers, major goods and services, equipment and office space? |  |
| 21. | Is documentation (i.e., timesheets, etc.) properly kept in support of each payroll disbursement?   |  |
| 22. | Are records maintained to support authorized leave (sick, etc.)?   |  |
| 23. | Is proper documentation maintained to support travel disbursement? (Please provide a copy of travel disbursement policy)   |  |
| 24. | Has a formal audit of your organization's financial records been conducted within the last year?   |  |
| 25. | Is your accounting system bound by any outside agency (city, county, etc.)?  |  |
| 26. | Do you have an indirect cost plan with current approval by a cognizant agency?   |  |
| 27. | Is your organization funded by more than one source?   |  |
| 28. | Does your organization have written accounting procedures? (If yes, please provide a copy.)  |  |
| 29. | Does your most recent audit have unresolved audit findings?  |  |

*I certify that the information provided on this form is an accurate and true representation of the fiscal management systems of this organization.*

---

Organization (proposer)

---

Signature of Authorized Representative

Date

---

Printed Name of Authorized Representative

Title

### **ASSURANCES and CERTIFICATIONS**

*Assurances and Certifications are to be signed by authorized signatory and will be included with the RFP and signed contract where applicable.*

1. That it will fully comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA); all federal regulations issued pursuant to the Act; policies issued through the Division of Workforce Solutions; and local workforce policies of the FWDB;
2. That it will designate appropriate job titles for staff who work with WIOA participants and detailed job descriptions will be available for each job title. These job titles will consistently be used with external customers;
3. That it will maintain customer files according to local area policies and guidance;
4. That it will not place participants in WIOA subsidized work experiences which are designed to maintain the employers' place of business;
5. That it will administer the program in full compliance with safeguards against fraud and abuse as set forth in the law and regulations;
6. That no portion of its program will in any way discriminate against, deny benefits or employment to, or exclude from participation any person on the grounds of race, color, national origin, religion, age, sex, disability, sexual orientation, or political affiliation, or any other non-relevant factor;
7. That Veterans and spouses of veterans will be given priority service as detailed in the FWDB local area policy.
8. That it will house WIOA Service Provider staff at the local NCWORKS Career Center of each county to the greatest extent possible for which it receives a contract and will accept all associated roles and responsibilities; (In-School services may not be applicable to provision in a NCWorks Career Center.)
9. That it will operate the program in full compliance with health and safety standards established under state and federal law and that conditions of employment and training will be appropriate and reasonable in light of such factors as the type of work, geographical area, and proficiency of the participant;
10. That ineligible applicants will be referred to other appropriate services, including the career services available at the Career Center;
11. That other available financial resources will be utilized prior to using WIOA funds;
12. That all participants employed by the program who are not covered under state workers' compensation laws and all participants enrolled in classroom training shall be provided with adequate on-site medical/accident insurance;



13. That all individuals in subsidized jobs be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills; (In no event shall the rate be less than the applicable Federal, State or local minimum wage law.)
14. That all WIOA customers participating in on-the-job training activities or individuals employed in other activities under the Workforce Innovation & Opportunity Act be compensated at the same rates, including periodic increases and working conditions, as trainees or employees who are similarly situated in similar positions by the same employer and who have similar training, experience, and skills and such rates shall be accordance with applicable law as referenced in the Act at Section 181 (a). In no event shall the wage be less than the applicable State or local minimum wage law;
15. That no participant will be employed to fill a job opening when any other person is on layoff from same or equivalent job, or when employer terminates the employment of any regular employee or otherwise reduces its workforce with the intention of filling vacancies with WIOA participants;
16. That no WIOA funds will be used for contributions on behalf of any participant to retirement systems or plans; to impair existing contracts for services for collective bargaining agreements; to assist, promote, or deter union activities; or to displace any currently employed worker;
17. That reports to the Foothills Workforce Development Area will be provided in a timely fashion, as requested;
18. That all required information will be keyed into the MIS system, [www.ncworks.gov](http://www.ncworks.gov), in accordance with any State or local Workforce area policy, both in terms of content and timeframe expectations;
19. That eligibility verification will be completed and documented in accordance with federal and state policy;
20. That participant loans will not be made from WIOA funds;
21. That total project costs will not exceed the amount of funds allocated in the WIOA contract or subsequent amendments;
22. That it will coordinate training site visits by the Workforce Development Area staff and Workforce Development Board members on request and will fully cooperate with monitoring reviews and other site visits by any representative of the Workforce Innovation and Opportunity Act (WIOA);
23. That employees paid from WIOA funds will not participate in sectarian religious activities in the execution of their job duties;
24. That WIOA funded staff will abstain from displaying partisan political literature in work environments and that it will comply with other provisions of the Hatch Act, which limits political activity of employees paid from government funds, including WIOA;
25. That it will, in carrying out the contract, refrain from activities involving either actual or the appearance of conflict of interest (NC-GS-234);
26. That it will adhere to the North Carolina records retention policy and all WIOA financial and programmatic records will be maintained for a minimum of five years;
27. That it will have an annual single audit performed in accordance with current federal regulations and that upon receipt of completed audit, Service Provider will submit a copy to the Workforce Development Area within thirty days unless a longer period is agreed to;
28. That it will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352);
29. That it will comply with the nepotism provisions as they relate to federally funded programs;
30. That it will comply with the Immigration Reform and Control Act of 1986 by ensuring that an I-9 form will be completed for each WIOA funded employee(s) and each participant receiving WIOA funded wages;
31. That it will comply with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (PL 91-646) which requires fair and equitable treatment of persons displaced as a result of federally assisted programs;
32. That the organization is not debarred, suspended, proposed for debarment, or declared ineligible from participation in this project;

33. That it does not use federal funds for lobbying purposes (29 CFR Part 93). If lobbying has occurred utilizing other than federal funds, the Service Provider agrees to file a disclosure report, if applicable;
34. For grants, contracts, and subcontracts in excess of \$100,000, or where the Division of Workforce Solutions has determined that orders under an indefinite quantity agreement in any year will exceed \$100,000, or if a facility to be used has been the subject of a conviction under the Clean Air Act (42 USC 1319 (c)) and is listed by the Environmental of the proposed grant is on the EPA List of Violating Facilities; and (2) prior to award, it will notify the Division of the receipt of any communication from the Director of Federal Activities, USEPA, indicating that a facility to be used for a contract is under consideration to be listed.
35. That no funds described will be used to develop or implement education curricula for school systems in the state;
36. That no WIOA Funding will be used for sectarian activities;
37. That no WIOA funds will be used to encourage or induce the relocation of a business as referenced in Section 181 (D)(1);
38. That no WIOA funds will be used for customized or skill training and related activities after the relocation of a business until after 120 days has passed as referenced in Section 181(D)(2);
39. That no WIOA funds will be used for employment generating activities, economic development activities and similar activities that are not directly related to training for eligible individuals as referenced in Section 181(e);
40. That no WIOA funds will be used for foreign travel as referenced in Section 181(e);
41. That no WIOA funds will be used to duplicate services available in the area;
42. That participants will not be charged fees for placements or referrals as referenced in Section 195(5);
43. That no WIOA financial assistance will be provided to any program that involves political activities as referenced in Section 195 and the Service Provider agrees to comply with the provisions of the Hatch Act;
44. That all WIOA participants and WIOA funded staff are aware of grievance procedures.
45. That at least 75% of WIOA youth funds will be expended for enrolling and serving out of school youth and at least 20% of WIOA youth funds will be expended on work based learning activities for both out school and in school youth.
46. E-VERIFY. SERVICE PROVIDER shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if SERVICE PROVIDER utilizes a subService Provider, SERVICE PROVIDER shall require the subService Provider to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.

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Organization (proposer)

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative

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Title

## STATEMENT OF COMPLIANCE

I hereby certify:

1. That the proposer is duly approved to submit this application requesting funding under the WIOA.
2. That the proposer does hereby agree to execute all work related to this application in accordance with the WIOA grant, the NC Division of Workforce Solution policies, FWDB policies and guidelines, and other administrative requirements issued by the Governor of North Carolina. The vendor shall notify the FWDB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
3. That the proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
4. That the contents of the application are truthful and accurate and the above named vendor agrees to comply with the policies stated in this application; and
5. That this application represents a firm request subject only to mutually agreeable negotiations; and
6. That the proposer is in agreement that the FWDB reserves the right to accept or reject any proposal for funding; and
7. That the proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that if awarded a contract for the service, assures that no sub-contracts, grants or assistance will be made, or permitted to any debarred or suspended organization as provided under Executive Order 12549.

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Organization (proposer)

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Signature of Authorized Representative

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Title

Printed Name of Authorized Representation

Date

State of \_\_\_\_\_

County of \_\_\_\_\_

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document.

\_\_\_\_\_  
Name(s) of principal(s)

Date \_\_\_\_\_

\_\_\_\_\_  
Official Signature of Notary

(Official Seal)

\_\_\_\_\_  
Notary's Printed Name

\_\_\_\_\_  
My Commission Expires

## ANNUAL EMPLOYEE BACKGROUND CHECKS

As of June 30, 2020 the Foothills Workforce Development Board (FWDB) requires that the selected Title I Youth Service Provider conduct an annual background check on the Title I Service Provider employees contracted to work in the Foothills Workforce Development Board local area for the assigned program year of the contract.

I \_\_\_\_\_ (Signatory Name) certify that \_\_\_\_\_ (Organization) has conducted an annual background check for Program Year 2025 on each Title I Service Provider employee contracted to work for \_\_\_\_\_ (Organization) in the Foothills Workforce Development Board local area during Program Year 2025.

\_\_\_\_\_  
Organization (proposer)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and  
VOLUNTARY EXCLUSION**

Lower Tier Covered Transactions

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

(BEFORE COMPLETING THE CERTIFICATION, READ THE ATTACHED  
INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

1. The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization (proposer)

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative

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Title

### **CERTIFICATION REGARDING LOBBYING**

#### **Certification for Contracts, Grants, Loans, And Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.\* This certification is a material representation of fact upon which reliance was placed when this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization (proposer)

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Signature of Authorized Representative

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Date

### **INSTRUCTIONS FOR CERTIFICATION-LOWER TIER TRANSACTIONS**

- By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
- The prospective recipient of federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective recipient of federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
- The prospective recipient of federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each



participant may, but is not required to check the List of parties Excluded from Procurement or Non-procurement Programs.

- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DOL may pursue available remedies, including suspension and/or debarment.

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Organization (proposer)

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative

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Title

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

The grantee certifies that it will or will continue to provide a drug-free workplace by the following:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
4. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the

receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted:

- a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a

Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place(s) of Performance (street address, city, county, state, zip code):

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Check [ ☐ ] if there are workplaces on file that are not identified here.

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Organization (proposer)

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Signature of Authorized Representative

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Date

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Printed Name of Authorized Representative

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Title

### **Equal Opportunity and Nondiscrimination**

During the performance of this contract, the Service Provider agrees as follow:

The Service Provider will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA); including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Americans with Disabilities Act of 1990; as amended; the Age of Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

The Service Provider will not discriminate against any employee or applicant for employment, or program applicant/participant because of race, color, age, religion, sex, disability, national origin or political affiliation or belief. The Service Provider will take affirmative action to ensure that applicants are employed/selected and that participants and employees are treated during their period of employment/participation without regard to their race, color, age, religion, sex, disability, national origin, political affiliation or belief. Such action must include, but not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Service Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the non-discrimination clause.

The Service Provider will, in all solicitations or advertisements for employees or participants placed by or on behalf of the Service Provider, state that all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, disability, national origin, political affiliation or belief.

The Service Provider will permit access to any contract-related books, records and accounts by the contracting agency, the State and the US Secretary of Labor for purposes of investigation to ascertain compliance with applicable rules, regulations and orders.

In the event of the Service Provider's non-compliance with the non-discrimination clauses of this

contract with any such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Service Provider may be declared ineligible for further government contracts and such other sanctions may be imposed and remedies invoked as provided by rules, regulations and orders of the Secretary of Labor, or as otherwise provided by law.

*The WIOA Service Provider shall designate its Equal Opportunity compliance staff person.*

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Organization (proposer)

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Signature of Authorized Representative

Date

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Printed Name of Authorized Representative

Title

**Budget Templates – Are Provided in Separate Excel Spreadsheets** in the Financial Reports Policy located on the website, <https://www.FRC.org/policy-statements>.

## COUNTY FAIR SHARE COSTS BY PROGRAM AND SERVICES/TRAINING

### Adult Proposed Cost of Providing Services and Training

|              |                  |
|--------------|------------------|
|              | \$352,000        |
| Cleveland    | \$148,415        |
| McDowell     | \$78,576         |
| Polk         | \$15,873         |
| Rutherford   | \$109,145        |
| <b>Total</b> | <b>\$352,000</b> |

### Dislocated Worker Proposed Service & Training Costs:

|              |                  |
|--------------|------------------|
|              | \$155,000        |
| Cleveland    | \$73,013         |
| McDowell     | \$32,458         |
| Polk         | \$7,821          |
| Rutherford   | \$41,708         |
| <b>Total</b> | <b>\$155,000</b> |

### Youth Proposed Service and Training Costs

|               |                  |
|---------------|------------------|
|               | \$375,000        |
| Cleveland     | \$168,245        |
| McDowell      | \$88,214         |
| Polk          | \$13,574         |
| Rutherford    | \$104,967        |
| <b>Total</b>  | <b>\$375,000</b> |
| In School     | \$75,000         |
| Out of School | \$300,000        |

