



## **Request for Proposal**

For the period of April 1, 2026, to December 31, 2026\*

\*Based on performance and funding, an option to extend for up to one year may be provided

# **“Experience Works!” Youth/Young Adult Work Experience Program**

**Proposals Due:**

Monday, February 23, 2026 by 1:00 p.m. ET

Westmoreland-Fayette Workforce Development Board  
145 Pavilion Lane,  
Youngwood, PA 15697

**RFP Release Date:**

Monday, February 2, 2026

The Westmoreland-Fayette Workforce Development Board (WFWDB) is an equal opportunity employer. Auxiliary aids and services are available upon request to persons with disabilities. The Experience Works! Program is federally funded with \$265,000 (100 percent). Additionally, 0 percent (\$0) is financed by non-federal sources.

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## General Information

This section provides general background information related to the regulatory and programmatic context of this Request for Proposals (RFP).

### About the Westmoreland-Fayette Workforce Development Board (WFWDB)

The Westmoreland-Fayette Workforce Development Board (WFWDB) is the entity designated by the Commissioners of Westmoreland County and Fayette County to provide staff support and act as the administrative and fiscal agent for the operation of workforce development activities within the Westmoreland-Fayette County area.

The WFWDB is a business, education, and community board empowered to lead workforce development initiatives in Fayette and Westmoreland counties. It is the mission of the WFWDB to serve as the local entity responsible for the strategic planning and promotion of an effective workforce development system that responds to the regional labor market needs. As a leading change agent for workforce development, the WFWDB leads development activities by:

- Developing and maintaining an organization that promotes the advancement of effective education and training for family-sustaining jobs for the people of Fayette and Westmoreland counties.
- Responding to the needs of the community by building and enhancing the career development and workforce training system.
- Identifying and addressing gaps in the workforce resources it serves.
- Building relationships with employers, educators, economic development partners, and elected officials to facilitate a cooperative effort to meet the needs of the area.

### Overview: “Experience Works!” Youth /Young Adult Work Experience Program

The WFWDB believes that youth/young adults must have opportunities to develop their career readiness skills and participate in meaningful work-based learning programs. Youth/young adults with career readiness skills and employment experience are more likely to see the connection between school and career success, as well as an increase in their employability.

The “Experience Works!” Youth/Young Adult Work Experience Program must incorporate a paid work experience in addition to career readiness components that support the development of essential skills, life-long learning, and career planning. The inclusion of career readiness components may be accomplished through supportive services, career readiness education, and the inclusion of private sector employers that can make the connection between a career path and the goals of the youth/young adults based on high priority occupations (HPO) within the local workforce area.

### Statement of Purpose

The WFWDB is requesting proposals from qualified organizations to provide the “Experience Works!” Youth/Young Adult Work Experience Program for both in-school and out-of-school youth/young adults ages 15 to 24 years old in Westmoreland and/or Fayette counties. The WFWDB is seeking proposals that utilize creative and innovative youth/young adults development practices to provide outreach, work experience, and career readiness to disadvantaged, low-income youth/young adults. These experiences should provide opportunities for youth/young adults to gain quality work habits, earn credentials or certifications, valuable employment skills, quality paid work experiences with local employers and organizations, and education on career pathways that support career and life goals.

### Contract Award and Funding Available

Contracts will be awarded under this RFP in accordance with the Evaluation Criteria. Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of Workforce Innovation and Opportunity Act (WIOA) and Temporary Assistance for Needy Families (TANF) Youth funds and the continued authorization of activities in Westmoreland and Fayette counties. This RFP anticipates services for a total of 50 participants, including 40 TANF Youth, up to age 18, and 10 WIOA-eligible Out-of-School Youth. The Westmoreland-Fayette Workforce Development Board intends for services to be delivered across both counties, with a target of 25 participants served in each county. Each county allocation is expected to include approximately 20 TANF Youth and 5 WIOA-eligible Out-of-School Youth. Services will commence on April 1, 2026, and will end on December 31, 2026. The Westmoreland-Fayette Workforce Development Board anticipates awarding multiple contracts. The number of awards and final service allocations will be determined based on funding availability, proposal quality, geographic coverage, and demonstrated organizational capacity and will be finalized during contract negotiations.

Based upon funding availability and contractor performance under the first contract period and, where applicable, the WFWDB reserves the option, as its sole discretion, to extend or renew the contract for an additional year (January 1, 2027, to December 31, 2027), with re-negotiations to be initiated by the WFWDB before the expiration of the first contract period.

The award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, performance history, etc. as determined by WFWDB, which meet the requirements and criteria set forth in this solicitation. The WFWDB may fund all or part of a proposal and will only accept proposals for the services requested herein.

The proposals submitted in response to this solicitation are not legally binding documents. However, the contents of the proposal(s) of the successful applicant(s) will become contractual obligations and failure to accept these obligations in a contractual agreement may result in the cancellation of the award. WFWDB staff will negotiate and execute contracts with the applicants(s) approved for funding. These discussions will take place after final funding approval and may include such items as budget, costs, program design, service levels, location, target population, projections, and clarifications.

Actual funding available under this RFP is contingent upon the WFWDB's allocation of formula youth/young adult funds from the U.S. Department of Labor, as well as TANF funds from the U.S. Department of Health and Human Services, administered through the Pennsylvania Department of Labor.

### Submission of Proposals

To support applicants in their submissions, a bidder's conference will be held virtually on Wednesday, February 10, 2026 at 1:00 p.m. All interested applicants are encouraged to attend this virtual bidders' conference, although attendance is not required to submit a proposal. Registration is required, and interested applicants may [register here](#).

All questions, requests for additional information, and clarification must be made in writing via email to WFWDB Executive Director Janet Ward at [jward@westfaywib.org](mailto:jward@westfaywib.org) no later than 12:00 p.m. ET on Monday, February 9, 2026. Responses to submitted questions will be posted following the bidder's conference.

At the conference, WFWDB staff will review the requirements of this RFP, and answer submitted questions. Questions and answers will be posted to the WFWDB's website and will be shared with

registered individuals no later than the close of business no later than Friday, February 13, 2026. The WFWDB will not answer any additional questions regarding this RFP following the bidder's conference.

Bidder's conference information will be provided on the WFWDB's website found at [www.westfaywib.org](http://www.westfaywib.org) on the "Resources" tab, within the "Procurement" section, and under "Request for Proposals (RFP)". Information will also be posted on the home page of the website.

The submission of proposals unnecessarily elaborate or lengthy is not encouraged; neither are special bindings or coverings. Proposals must be submitted in a Calibri 11-point font, using standard 8.5" by 11" paper with 1" margins. Page numbers must be provided in the footer.

One (1) digital, emailed copy of the proposal and all its attachments must be received no later than 1:00 p.m. on Monday, February 23, 2026. Proposals and all attachments required as stated within this RFP must be emailed as a single file in Portable Document Format (PDF). Proposals received after the due date and time will not be considered for review. Similarly, the WFWDB will not evaluate any proposals that are missing the required attachments and/or sections as stated within this RFP. Timely receipt of the proposals is the sole responsibility of the applicant.

Digital copy packages must be submitted to:

- WFWDB Executive Director Janet Ward  
[JWard@westfaywib.org](mailto:JWard@westfaywib.org)  
Subject Line: Experience Works! Proposal

Procurement Timeline:

- |   |   |
|---|---|
| • Release RFP                             | Monday, February 2, 2026                  |
| • Questions for Bidders Conference due    | Monday, February 9, 2026 by 12:00 p.m. ET |
| • Bidders Conference                      | Tuesday, February 10, 2026 at 1:00 p.m.   |
| • Proposals due                           | Monday, February 23, 2026 by 1:00 p.m. ET |
| • Expected date for notification of award | No later than Friday, March 27, 2026      |
| • Start date of contract                  | Wednesday, April 1, 2026                  |
| • End date of contract                    | Thursday, December 31, 2026               |

### Eligible Applicants

Eligible applicants include non-profit organizations, private-for-profit organizations, local education agencies/institutions (school districts, higher education, career and technical centers, intermediate units, etc.), community-based organizations, labor organizations, and economic/workforce development organizations.

Applicants will be accountable to the WFWDB for the overall performance of the program. Additionally, the selected applicant(s) will be required to adhere to all laws and policies of federal, state, and local governments that apply to the funding sources. Eligible applicants must be in good standing with the federal government, must not be debarred, must have proof of insurance, and must have a UEI number.

### General Policies

- The WFWDB is not liable for any costs associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization(s).

- The WFWDB reserves the right to accept or reject any or all proposals received and to cancel or reissue this RFP in part or its entirety.
- The WFWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity the WFWDB determines is in its best interest.
- The WFWDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
- The WFWDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of the workforce area.
- The WFWDB reserves the right to contact any individual, agency, employer, or grantees listed in the proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- The WFWDB reserves the right to conduct an on-site review of records, systems, and procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in the cancellation of any contract or agreement awarded.
- The WFWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
- The WFWDB may utilize other sources of funding to support the proposed program/project activities and/or award a higher number of proposed programs than what was originally intended based on the quality of the proposals, organization capability, budget, performance history, etc.
- The WFWDB will not reimburse any costs proposed by the program provider beyond sixty (60) days of the program's final activities.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WFWDB for the purpose of having an influencing effect toward their proposal or any other proposal submitted hereunder.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.
- The contents of a successful proposal may become a contractual obligation if selected for the award of a contract. Failure of the proposer to accept this obligation may result in the cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for the release of proposed services at the stated price/cost. Any damages accruing to the WFWDB as a result of a proposer's failure to contract may be recovered from the proposer.
- A contract with the selected proposer may be withheld at the WFWDB's sole discretion if issues of contract, questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist until such issues are satisfactorily resolved. The WFWDB may withdraw the award of a contract if the resolution is not satisfactory to the Board.

## Scope of Work: Experience Works!

The duties of “Experience Works” the provider(s) shall include the following.

### Eligible Participants

The “Experience Works!” Youth/Young Adults Work Experience program seeks to recruit youth and young adults who are TANF and WIOA eligible and living in Westmoreland County or Fayette County. Youth/young adults must qualify as TANF or WIOA eligible to participate in the program. The selected provider(s) should have experience delivering programming to such populations on a comparable scale.

### Temporary Assistance for Needy Families (TANF) Eligibility

To be considered a qualified participant under TANF, an individual must:

- Be between the ages of 15 and 18 years at the time of enrollment.
- Be enrolled in school.
- Have their identity verified through SSN.
- Be a PA resident.
- Be a U.S. citizen or a TANF-eligible non-citizen.
- Have personal (meaning the individual youth/young adults alone, not combined with parent/guardian income) monthly gross earned income that does not exceed 235% of the FPIG.

Program providers must be familiar with the guidance and regulations specified in the TANF State Plan for Pennsylvania<sup>1</sup> and TANF Youth Development Program Policy and Procedures<sup>2</sup>. As such, the federal, state, and local rules and regulations governing TANF apply to any agreement resulting from this RFP. All qualified parties interested in submitting an application in response to this RFP must be familiar with the federal and state goals, requirements related to TANF, and all TANF implementing guidelines.

### Workforce Innovation and Opportunity Act (WIOA) Eligibility

To be considered a qualified participant under WIOA, an individual must:

- Be a citizen or noncitizen authorized to work in the U.S.
- Meet selective service registration requirements (males over 18 only).
- Enroll in the PA CareerLink® system.
- **Meet WIOA Out-of-School (OSY) Eligibility Requirements:**
  - Not attending any school (as defined under State law).
  - Not younger than 19 or older than age 24 at the time of enrollment. Since age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 24 once they are enrolled in the program.
  - One or more of the following:
    - A school dropout.
    - A youth/young adult who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter. The school year calendar quarter is based on how a local school district defines its school year quarters.
    - A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner

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<sup>1</sup> TANF State Plan for Pennsylvania: <https://www.dhs.pa.gov/Services/Assistance/Pages/TANF-State-Plan.aspx>

<sup>2</sup> TANF Youth Development Program Policy and Procedures: <https://www.dli.pa.gov/Businesses/Workforce-Development/Documents/Current-Directives/TANF-YDP-MANUAL.pdf>

- An individual who is subject to the juvenile or adult justice system.
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is in an out-of-home placement.
- An individual who is pregnant or parenting.
- An individual with a disability.
- A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (WIOA sections 3(46) and 129(a)(1)(B).)

Proposals should include both TANF eligible youth and WIOA eligible Out-of-School Youth. Applicants must clearly identify the number of participants they propose to serve by funding source and county.

### Program Model Requirements

The selected provider(s) will be responsible for incorporating the following program requirements of the “Experience Works!” Youth/Young Adult Work Experience Program.

- Programs must be a paid work experience program that incorporates career readiness components reinforcing soft skills development, problem solving, networking skills, career awareness, financial literacy, etc.
- Programs must enable youth/young adults to acquire quality work habits, develop employment-related skills, improve career readiness skills, and gain a greater understanding of the career pathway options available in the local area.
- Program provider(s) must consider how they will raise their target population out of poverty and provide quality work habits, valuable employment skills, and career readiness that supports career and life goals.
- Program provider(s) must identify work experience opportunities within their organizations or other key local businesses/organizations. Work experience worksites must be evaluated by the provider to ensure the legitimacy, suitable supervision, and safety of the work environment.
- Program provider(s) must assist a youth/young adult in identifying their career interests, employment needs, and career goals through the development of an Individual Service Strategy (ISS). The provider(s) will then work to match the youth/ young adult’s needs and interests to a worksite placement.
- Work experience worksites must be located within Westmoreland County or Fayette County.
- Program provider(s) will be expected to work with eligible participating youth/ young adults enrolled in school who may need accommodations to their schedule before summer break or after returning to school, such as working after school hours or on weekends as allowed by applicable labor laws.
- Program provider(s) must process all functions of payroll procedures and schedules.
- Program provider(s) must possess the staff to manage, coordinate, and oversee the entire program.
- Program providers must limit the number of youth and young adults assigned to a single worksite to a level that ensures adequate supervision, meaningful work experience, and compliance with safety and labor standards. Providers must describe how participant-to-supervisor ratios will be managed.
- Industry recognized credentials, certifications, etc. are strongly encouraged to be obtained by participating youth/young adults.

- Employment for youth and young adults will occur throughout the contract period. Participants are expected to work a minimum of 15 hours per week and no more than 40 hours per week, as permitted by applicable safety and child labor laws. The anticipated maximum number of work experience hours per participant is 200 over the contract period, and providers should design programs to support participants in achieving this level of engagement.
- Youth/young adults must work at a rate of \$13.00 per hour at a minimum. Wages provided must be consistent across worksites, regardless of worksite responsibilities or industry.
- Providers may propose to serve youth and young adults during the summer months only, typically June through August. However, it is the Westmoreland-Fayette Workforce Development Board's expectation that paid activities will occur throughout the contract period of April 1, 2026, through December 31, 2026.
- Programs will be expected to produce maximum results for program performance measures for out-of-school WIOA eligible youth/young adults.

### Outreach and Recruitment

Applicants must be able to effectively outreach to and recruit eligible youth/young adults in Westmoreland County and Fayette County. Outreach and recruitment efforts must additionally target historically underrepresented and underserved populations, including but limited to individuals facing disparities and inequities and those from diverse backgrounds (e.g., race, ethnicity, gender, disability status, etc.) through an affirmative outreach and recruitment plan. Applicants must ensure that participants served by their proposed programs encompass diverse experience levels, skills, barriers, backgrounds, and/or educational levels. Applicants should also consider what organizations will assist them in reaching their target populations. Provider(s) will be required to work closely with local Westmoreland-Fayette PA CareerLink® centers to distribute applications and collaborate on recruitment efforts.

### Orientation and Intake

The selected applicants will be responsible for orientation and intake related to youth participants and involved worksites. This includes providing support to youth /young adults during the application period and assisting participants in gathering eligibility documentation. Providers will additionally be required to provide an orientation to all participants and worksites. Orientation should review the program's purpose, services offered to participants, and resources/supportive services available to participants. It has been identified as a best practice that orientation also includes a review of the participants' and worksites' responsibilities while within the Experience Works! program.

### Data Management and Reporting

The selected provider(s) will be responsible for providing all required documentation and data tracking to the WFWDB in a timely manner. This may include but is not limited to tracking, recording, and reporting program data, such as metrics on recruitment, participation, accomplishments, impacts, related activities, outputs, and outcomes. Providers will be required to possess a strong process for evaluating program success, capturing skill gains for program participants, and collecting surveys from staff and participants. Providers will additionally be required to utilize the PA CareerLink® system to record both WIOA and TANF eligible youth/young adult case notes and information.

### Proposal Format

The Experience Works! proposals must be submitted in the order outlined. The WFWDB reserves the right to disqualify any proposal that fails to submit all the required components as specified in this RFP.

### Cover Sheet

The proposal must be submitted using the specified Cover Sheet. See Appendix A.

### Executive Summary

The proposal must be submitted with the Executive Summary. See Appendix B.

### Organizational Capability

The following is required for the proposal. This section should not be more than one (1) page. This section does not count toward the narrative page limit.

- Basic organizational description including year established, organizational incorporation status and where incorporated, governance structure, mission, principal programs and services, executive leadership, annual budget, partners and/or subcontractors, and the number of staff.
- Demonstrate that your organization is eligible to participate as a program provider as described in the Eligible Applicant section.
- Experience in managing programs of similar size and scope that are specified in this RFP, including but not limited to individuals served, services and activities delivered, contract values, and related performance outcomes.
- Administrative and fiscal capacity including but not limited to your organization's proven ability to provide fiscal support and oversight, utilize information systems, manage resources and personnel, and produce timely and accurate program reports.

### Proposal Narrative

Proposal narratives are limited to no more than 8 pages. Proposal narratives must be single-spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri (Body) font. All application documents must be in Portable Document Format (PDF). Page numbers must be provided in the footers. The WFWDB will not read or consider any materials beyond the specified page limit in the application review process.

Applicants should respond to each of the following sections. Strong program descriptions will demonstrate how the proposed program will meet the standards, expectations, and desired outcomes found in this RFP. Applicants are encouraged to think creatively and innovatively in developing program design, exceeding basic requirements, and incorporating innovative ideas and strategies. The WFWDB may not review any proposals that fail to include all required attachments and sections as stated within this RFP.

As noted previously, the award of contracts will be made based on the best proposals and other criteria, such as organization capability, budget, performance history, etc. as determined by WFWDB, which meet the requirements and criteria outlined in this solicitation.

### **Eligible Participants:** *Reference Scope of Work: Eligible Participants.*

- Identify if the program will target youth /young adults from Westmoreland County, Fayette County, or both.
- Identify if the program will target in-school youth/young adults, out-of-school youth /young adults, or both.

- Describe how the proposed program will ensure it will encompass participating youth with diverse experience levels, skills, barriers, backgrounds, and education attainment.
- Explicitly state how many WIOA eligible youth/young adults and TANF eligible youth/young adults will be served, including a breakdown by county (Westmoreland and/or Fayette) and funding source.

**Program Model Requirements:** *Reference Scope of Work: Program Model Requirements.*

- In detail, describe the career readiness components your organization will provide to participants, including but not limited to the career readiness topics, lessons learned, and outcomes of components.
- Describe how the proposed program will enable youth/young adults to acquire quality work habits, develop employment-related skills, improve career readiness skills, and gain a greater understanding of the career pathway options available in the local area.
- Describe how work experience worksites will be identified and evaluated to ensure legitimacy, suitable supervision, and safety of the work environment.
- Describe how the ISS plan for youth and young adults will be developed, including how individual career goals and service needs are identified and used to inform appropriate worksite placements.
- Describe how the proposed program will accommodate eligible participating youth/young adults enrolled in school should they require accommodations.
- Describe your organization's familiarity with processing payroll and managing schedules and the staff identified to oversee these operations.
- Describe your organization's familiarity with program coordination and case management and the staff identified to oversee these operations.
- Identify how the program will incorporate opportunities for participants to earn credentials and certifications.
- Identify what wage rate will be provided to youth/young adults. (Note: wages must be at a rate of \$13.00 per hour at a minimum.)
- Describe when the proposed program will serve youth/young adults. (e.g., during summer months only, year-round, etc.)
- Describe how the program will provide maximum results for program performance measures for out-of-school WIOA eligible youth/young adults.
- Include a detailed timeline of proposed program activities, outreach, and recruitment that will take place.

**Outreach and Recruitment:** *Reference Scope of Work: Outreach and Recruitment.*

- Identify the proposed program's outreach and recruitment targets. (e.g., how many worksites will participate, areas in which the proposed program is promoted, etc.)
- Describe the outreach and recruitment methods that will be used to reach the proposed program's target population.
- Describe how historically underrepresented and underserved youth/young adult populations will be outreached to and recruited.
- Identify the partnerships the proposed program will utilize to outreach to and recruit youth/young adults.

**Orientation and Intake:** *Reference Scope of Work: Orientation and Intake.*

- Describe how eligibility will be verified.
- Describe how support will be provided to youth/young adults during the application period, especially when it comes to assisting youth/young adults in gathering eligibility documentation.

- Describe the orientation that worksites and youth/young adults will participate in prior to program participation.

**Data Management and Reporting:** *Reference Scope of Work: Data Management and Reporting.*

- Describe the method or methods your organization will use to track, record, and report all required program data, including metrics related to recruitment, participation, accomplishments, impacts, related activities, outputs, and outcomes. Data tracking and reporting must include the use of the Commonwealth Workforce Development System (CWDS).
- Describe the process your organization used to ensure all program and survey data is captured.
- Describe the program’s expected outputs and outcomes. (Note: Outputs are direct results of project activities. Outcomes are the changes in attitudes, behaviors, knowledge, skills, or status expected to result from project activities.)

## Budget Information

A budget and budget narrative for the proposed program must be submitted as outlined below. The Budget and Budget Narrative do not count toward the page limit requirements for the Proposal Narrative.

### Budget

A budget is required for program proposals and must be included using the budget forms provided. See Appendix C. Submission of a detailed budget on the provided template should be calculated and submitted based on the period of performance.

Costs included in the proposed budget cannot already be paid by another source; they must be actual costs incurred in delivering the proposed services, and these funds cannot supplant funds already received by the proposing organization. All costs should be accounted for in the budget line items supported by a strong narrative justifying why the funds are needed/critical to the program. An important factor in public investments in training is the return on investment. Cost per participant will be used to gauge this investment. Cost per participant is defined by: total funds requested / total participants to be served. Applicants should ensure that proposed budgets and cost-per-participant calculations are reasonable and aligned with the anticipated number of participants served and the scope of services proposed.

Please note that the WFWDB will not reimburse any costs proposed by the program provider beyond sixty (60) days of the program’s final activities.

### Budget Narrative

A budget narrative to accompany the program proposal budget that describes the purpose of each cost, explains how all costs are estimated, and justifies the need for all costs is required. This section should not be more than two (2) pages.

## Additional Attachments

- **Site Data Form:** Please complete the Site Data Form and include it with the proposal submission. See Appendix D.
- **Assurances:** Please complete the Assurances Form and include it with the proposal submission. See Appendix E.

- **Letters of Support:** Please include at least two (2) letters of support that describe how partners will support the program, provide leveraged resources, and/or support program implementation. Letters should display the added value of that partner and what role they will have in the program.
- **Stipend/Incentive/Supportive Services Policy:** Stipends and incentives are not allowable under this program and will not be reimbursed. If an applicant proposes to provide supportive services, the applicant must submit a copy of its organizational Supportive Services Policy with the proposal. All proposed supportive services must be reasonable, necessary for participation, and compliant with applicable WIOA and TANF requirements. Supportive services may only be provided if they are included as a specific line item in the proposed budget and approved during contract negotiations.
- Payments for approved supportive services must be issued by check. Gift cards are not an allowable form of payment under this program.

### Right of Rejection

The Westmoreland-Fayette Workforce Development Board (WFWDB) reserves the right to reject any and all proposals submitted.

### Evaluation Criteria

Scoring for the required section of the proposal will be assigned as follows:

Points Available per Category	
Cover Sheet	Required
Executive Summary	Required
Organizational Capacity	5 points
Proposal Narrative	55 points
Budget Information	40 points
Additional Attachments	Required
Proper Submission of Proposal & Attachments	Required
Total Points Available	100 points

**Appendix A: Cover Sheet**

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Proposed Project Title:** \_\_\_\_\_

**Briefly summarize the proposed project:\*** (250 character limit)

**Proposed Project Partners: \***

**Proposed Project Service Area (neighborhoods, counties, school districts, etc.):\***

**Proposed Project Impact (outputs, benefits, outcomes, etc.): \***

**Total Youth Expected to Serve:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Title:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Organization Website:** \_\_\_\_\_

**Total Funding Requested:** \_\_\_\_\_

I hereby certify that the information provided in this submission is accurate.

\_\_\_\_\_  
Print Name & Title Signature

I hereby certify that I am duly authorized to sign contracts on the behalf of this organization.

\_\_\_\_\_  
Print Name & Title Signature

\*If you are limited on space when typing your responses, please feel free to type your responses on a second page that will be submitted with your proposal package. However, please keep in mind that responses should be concise as this is just a cover sheet.





**EW! RFP Budget Pages**  
**Budget 4/1/2026 - 12/31/2026**  
*PLEASE ADJUST ITEMS TO MEET YOUR ORGANIZATION'S NEEDS*

**Staffing Costs**

Peronnel Salaries

Position Title	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	x _____	_____
_____	_____	_____	x _____	_____
_____	_____	_____	x _____	_____
_____	_____	_____	x _____	_____
_____	_____	_____	x _____	_____
			<b>Total Salaries</b>	=====

**Employer's Share of Peronnel Benefits**

	% or Rate	Total Salary	Total Benefit Cost
FICA Amount	_____	x _____	_____
Retirement Amount	_____	x _____	_____
Worker's Comp. Amount	_____	x _____	_____
Other (please list separately)	_____	x _____	_____
_____	_____	x _____	_____
_____	_____	x _____	_____
_____	_____	x _____	_____
			<b>Total Benefits</b>

**Mileage and Travel**

Explanation

	Rate	Total Miles	
_____	_____	x _____	= _____
<b>TOTAL STAFFING COSTS</b>			=====



## Participant Costs

Work Experience Position	Hours Per Week	Hourly Rate	Total Hours	Salary
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
_____	_____	_____	X _____	_____
<b>Total Participant Salaries</b>				=====

## Employer's share of Work Experience Fringe Benefits

	% or Rate	Total Salary	Total Benefits Cost
FICA Amount Retirement	_____	X _____	= _____
Amount Worker's Comp.	_____	X _____	= _____
Amount Other (please list separately)	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
_____	_____	X _____	= _____
<b>Total Participant Benefits</b>			_____

## Workplace Screenings (drug screening, background checks, etc.)

_____	_____	
_____	_____	
_____	_____	
<b>Total Workplace Screening Costs</b>		_____
<b>Total Participant Costs</b>		=====

## Training Costs

(List each line item and total)

**Amount**

<hr/>	<hr/>
<b>Total Training Costs</b>	<hr/> <hr/>

## Appendix D: Site Data Form

The following requested information relates to your status, experience, qualifications, etc. All questions must be answered.

1. Full Legal name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_
2. Corporation \_\_\_\_ Partnership \_\_\_\_\_ Individual Ownership (Proprietorship) \_\_\_\_\_  
Federal Employers Identification Number (FEIN): \_\_\_\_\_  
UEI: \_\_\_\_\_
3. Profit Making \_\_\_\_\_ Non-Profit \_\_\_\_\_
4. Number of years in business of providing training \_\_\_\_\_
5. Number of permanent employees (both salaried & hourly) \_\_\_\_\_
6. If needed, would your organization be able to provide documentation to show that you are in compliance with the Equal Employment Opportunity (EEO) Policy?  
Yes \_\_\_\_\_ No \_\_\_\_\_
7. Do you have any minorities (e.g., African Americans, females, limited English speaking, etc.) and/or people with disabilities currently employed?  
Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is there a procedure established to solve complaints and problems with employees?  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is your facility accessible to persons with disabilities?  
Yes \_\_\_\_\_ No \_\_\_\_\_
10. Are there any Equal Employment Opportunity posters visible to the employees?  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. Are you in receivership or bankruptcy, or are any such proceedings pending?  
Yes \_\_\_\_\_ No \_\_\_\_\_
12. Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked?  
Yes \_\_\_\_\_ No \_\_\_\_\_
13. Has your organization ever been placed on the debarred list by the Federal Government?  
Yes \_\_\_\_\_ No \_\_\_\_\_
14. Is your organization now on strike or is a strike pending?  
Yes \_\_\_\_\_ No \_\_\_\_\_

15. Are all of your required business permits current?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. Do you employ a certified accountant?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list name \_\_\_\_\_

Certified by whom \_\_\_\_\_

17. Will you sub-contract any of the training?

Yes \_\_\_\_\_ No \_\_\_\_\_

18. Is your training organization accredited?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, by whom \_\_\_\_\_

19. Is your training organization currently licensed?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, by whom \_\_\_\_\_

20. Are participants attending your school eligible to apply for PELL/PHEAA/SEOG Grants?

Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

21. Are participants attending your school eligible to apply for the following loans?

Federal Stafford Loans Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Federal Supplemental Loans (SLS) Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Federal Perkins Loans Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

22. Are you bonded?

Yes \_\_\_\_\_ No \_\_\_\_\_

For what amount \$ \_\_\_\_\_

23. Does the organization carry statutory workers compensation and employer's liability insurance?  
(Please attach a copy for our records.)

Yes \_\_\_\_\_ No \_\_\_\_\_

24. Does the organization have comprehensive, all risks general liability coverage for personal injury and property damage of not less than \$1 million for each occurrence and \$2 million annual aggregate? (Please attach a copy for our records.)

Yes \_\_\_\_\_ No \_\_\_\_\_

25. Does the organization provide comprehensive automobile bodily injury and property damage coverage liability of not less than \$1 million combined single unit? (Please attach a copy for our records.)

Yes \_\_\_\_\_ No \_\_\_\_\_

**Appendix E: Assurances**

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of PA, or local debarment list.
3. We will provide records to show that we are fiscally solvent, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that Workforce Innovation and Opportunity and Act funds will be used as required by law and contract.
5. We have additional funding sources and will not be operating WIOA funds alone.
6. **We will meet all applicable Federal, State, and local compliance requirements.**
  - Records accurately reflect actual performance.
  - Maintaining record, confidentially, as required.
  - Reporting financial, participant, and performance data, as required.
  - Complying with Federal and State non-discrimination provision.
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
7. **We will not:**
  - Place an individual in a position that will displace a current employee.
  - Use WIOA or TANF money to assist, promote, or deter union organizing.
  - Use funds to employ or train individuals in sectarian activities.

**I hereby assure that all of the above are true.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date