



**STATE OF ALASKA**  
**Department of Labor and Workforce Development**  
**Workforce Investment Board**

**Dr. Tamika L. Ledbetter**  
**Commissioner**

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**Workforce Innovation and Opportunity Act (WIOA)**  
**Youth Program**

**Notice of Request for Grant Applications**  
**State Fiscal Year 2021**



**Date of Issue: February 7, 2020**  
**Application Deadline: by 5:00 pm March 13, 2020**

**Submission Instructions:** The Department is transitioning to a new grants management system. During this transition period, a Word application and Excel budget and spending plan documents, available for download from the same location as this RGA, must be completed and emailed to [awib.grants@alaska.gov](mailto:awib.grants@alaska.gov) by the application deadline of 5:00 pm, March 13, 2020, with the subject line **WIOA Youth – Your Organization Name**. If you have any issues accessing or completing your application please contact the program coordinator.

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## GENERAL INFORMATION

### Project Timeline - July 1, 2020 to June 30, 2021

This solicitation is for a one year project period, with the potential for a second year extension. Initial grant and continuation funding will be awarded based on review and recommendation by the Alaska Department of Labor and Workforce Development, Workforce Investment Board (AWIB) and federal funding availability. **NOTE:** If the AWIB permits grant renewals for a subsequent year, prior performance will be considered to determine continuation funding level. In the absence of renewals, grants will be resolicited for competitive award.

### Eligible Applicants

Non-profit or for-profit organizations, school districts, educators, industry trainers, employers, community services agencies, Alaska Native organizations, and other organizations with the capacity to provide the services identified in this Request for Grant Applications (RGA). If a contractor, subcontractor, or other entity will be subcontracted to deliver services, they must be identified in your proposal. Each subcontractor must be qualified to accept and administer federal funding and have the ability to provide or facilitate the training or services as described in this solicitation.

### Grant Management System

The Department is transitioning to a new web based grants management system. During this transition period, Word and Excel application documents, available for download from the same location as this RGA, must be completed and emailed to [awib.grants@alaska.gov](mailto:awib.grants@alaska.gov) by the application deadline of 5:00 pm, March 13, 2020, using the subject line **WIOA Youth – Organization Name**. If you have any issues accessing or completing these documents, contact the Program Contact identified below.

Applicants that are selected for grant award will be required to transfer their application information into the new grant management system prior to grant negotiations; see the *Grant Negotiations* section of this RGA for information on grant negotiations.

### Grant Submittal

Grant applications must be submitted in the AWIB Grants Management System by 5:00 pm March 13, 2020. A pre-submittal application form and key terms and definitions are available along with this RGA. Questions related to completion of your application or submittal process will be addressed during non-mandatory RGA informational teleconferences. See page 4 for date and time.

### Program Contact

Questions about the content of this RGA should be directed to Shane Bannarbie, Program Coordinator at (907) 269-4551 or [shane.bannarbie@alaska.gov](mailto:shane.bannarbie@alaska.gov).

## **RGA Informational Teleconferences**

Two teleconferences will be held to answer questions about the RGA and application process.

**Dial in Conference Number:** 1-888-354-0094

**Conference ID:** 7345413#

Teleconference I                      **February 14, 2020**    Time: 10:00am – 11:30am

Teleconference II                     **February 21, 2020**    Time: 10:00am – 11:30am

## **Americans with Disabilities Act**

Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the WIOA Youth Program Coordinator, Shane Bannarbie at (907) 269-4551 or [shane.bannarbie@alaska.gov](mailto:shane.bannarbie@alaska.gov) no later than ten working days prior to the application deadline. The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer/Program. All subrecipients and sub-contractors must comply with the Americans with Disabilities Act.

## INTRODUCTION

The Workforce Innovation and Opportunity Act (WIOA) title 1B youth program is administered by the U.S. Department of Labor, Employment and Training Administration and operated by the Alaska Department of Labor and Workforce Development (Department), Alaska Workforce Investment Board (AWIB). Alaska's WIOA Youth program is designed to help disadvantaged and disconnected youth ages 14-24 to access employment, education, training, and support services needed to compete in today's job market.

The AWIB is requesting competitive grant applications for WIOA Youth program funding for projects that deliver innovative and effective youth services to disadvantaged, disconnected, and homeless youth populations. The effects of limited education, social exclusion, employment gaps and lack of work experience can negatively impact the course of youth lives with long-term consequences that hinder individual earnings and self-sufficiency. Applicant projects are to aid the at risk youth population with services to improve social and workforce outcomes for youth served.

WIOA youth projects include activities leading to the attainment of secondary school diploma or equivalent; preparation for postsecondary education, to include occupational skills credentialing, academic programs of study, or registered apprenticeship training that leads to an industry recognized credential; prepares youth for unsubsidized employment opportunities; and creates connections to employers for work in priority industries and in-demand occupations.

The WIOA youth program is aligned with the Governor's and Department Commissioner priorities for workforce development, which includes the expansion of registered apprenticeship to develop Alaska's workforce and efforts to reduce and mitigate suicide among young Alaskans, particularly among Alaska Native youth, and reduce youth homelessness statewide.

In an effort to address youth suicide within the state, the AWIB is requesting that applicants include suicide prevention awareness for all participants in the youth program. Successful applicants will receive suicide prevention resources and materials from the AWIB. If an applicant already provides suicide prevention awareness that information should be included in the proposal.

The AWIB seeks applicants from the six economic regions of the state. Applicants must be able to provide academic, employment, and training services to eligible In-School or Out-of-School youth between ages 14-24. Successful applicants will offer a comprehensive workforce development program that prepares youth for post-secondary education placement, employment and career development along a career path. WIOA youth programs must be able to cultivate and establish relationships among industry, employers, schools, postsecondary vocational training institutions, and sponsors of pre-apprentice and registered apprentice programs.

The economic regions are Anchorage/Mat-Su, Gulf Coast, Interior, Northern, Southeast and Southwest as referenced in the map below:

[illegible]

The AWIB review committee will adhere to this priority in the review of proposals, therefore overall awards made will reflect this priority. Projects serving in part or in whole, In-School youth, are encouraged to apply in order to promote a well-balanced statewide youth program.

WIOA requires the development of career pathways, defined as a combination of quality education, training, and other services that:

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- include, as appropriate, education offered concurrently with workforce preparation activities and training for a specific occupation or occupational cluster;
- organize education, training and other services to meet the needs of an individual in a manner that accelerates the educational and career advancement to the extent practicable;
- enable an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- help an individual enter or advance within a specific occupation or occupational cluster.

To support the development of career pathways, the AWIB is requiring use of the Alaska Career Information System (AKCIS). AKCIS ([akcis.org](http://akcis.org)) is a free resource available to Alaska residents, allowing users to create a personal portfolio of education and career plans. Users have access to career assessments to match interests to a wide variety of occupations; career planner to track benchmarks; and career exploration resources.

Each youth project must:

- Use the AKCIS interest profiler short form to assess participant basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs;
- use the AKCIS Career Cluster Inventory (80) to gather interests and aptitudes;
- use the objective assessment form or other approved assessment tools to gather academic, employment, and support service needs of youth; and
- develop an assessment based career pathway toward an occupation of the youth participant's interests

Projects must document the above requirements by retaining printed copies of the AKCIS Sort and Assessment Results, Objective Assessment form, and AKCIS Personal Learning and Career Plan within each participant's case file.

Projects awarded WIOA Youth funding shall operate a youth program in accordance with the guidelines and regulations of WIOA. In order to guarantee youth programs serve participants for the amount of time necessary to ensure they are successfully prepared to enter post-secondary education and unsubsidized employment, this solicitation is for one year with a continuation option for a subsequent year based on performance and funding availability. Subsequent grant negotiations will occur prior to the beginning of each fiscal year to ensure alignment with available funding; determine participant service levels; and update project scope of work if necessary.

At any point during the grant period, funds may be recaptured in whole or in part if the AWIB determines that the mandatory functions of the WIOA youth program are not being made available (see *14 Required WIOA Youth Basic Elements* below) or the subrecipient is unresponsive to corrective action requirements. Subrecipient performance will be reviewed and assessed quarterly.



## SCOPE OF WORK

This solicitation seeks to fund projects that provide a systematic approach to engage and ensure Alaska's disconnected and disadvantaged youth receive the support and guidance needed to obtain the education, skills, training, experience, and credentials required to be employable in today's job market.

Projects must make available either directly, or through a partner agency, the WIOA Youth 14 basic elements and provide all mandatory youth program functions described within the Project Framework section of the solicitation. Projects must have developed and documented relationships, such as a memorandum of agreement with partner organizations that clearly define roles and responsibilities for service delivery.

Subrecipients must incorporate work-based learning into their project and devote 20 percent of their awarded budget to the mandated provision of paid or unpaid work experience activities to participants. Program expenditures for work based learning include participant wages as well as staffing costs for the development and management of these activities.

Youth attainment of degrees and industry recognized credentials that meet labor market demands are a priority. Applicants are strongly encouraged to identify and partner with occupational training providers, quality pre-apprenticeship programs, and registered apprenticeship programs. These partnerships must be documented by a letter of commitment from the training provider and attached to your application. Applicants are responsible for determining how many participants they anticipate placing into contracted training, apprenticeship programs and budget accordingly to support their projections. If awarded a grant, projections and budgets for training partnerships will be negotiated based on actual award amount.

## YOUTH PARTICIPANT ELIGIBILITY

In order to be considered eligible for the WIOA Title I Youth program an individual must be:

1. a U.S. Citizen or Registered Alien;
2. between the ages of 14 and 24 at the time of enrollment;
3. meet Selective Service Registration requirements; and
4. have parent or guardian consent

WIOA separates youth into two categories: In-school and out-of-school

**In-School** youth are between the ages of 14-21 at the time of enrollment who are attending school and **low income** based upon the current Lower Living Standard Income Level (<https://aspe.hhs.gov/poverty-guidelines>) and facing one or more of the following barriers:

1. deficient in basic literacy skills – has English reading, writing, or computing skills at or below the 8th grade level;
2. English language learner;
3. homeless or runaway;
4. in foster care or has aged out of the foster care system;

5. pregnant or parenting;
6. ex-offender or current offender (subject to the juvenile or adult justice system);
7. has a disability; or
8. requires additional assistance to complete an educational program or to secure and hold employment.

**Out-of-School** youth are between the ages of 16-24 at the time of enrollment, and not attending school and facing one or more of the following barriers:

1. school dropout (as defined under State law);
2. is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year calendar quarter;
3. recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner;
4. ex-offender or offender (subject to the juvenile or adult justice system);
5. homeless or runaway;
6. in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
7. pregnant or parenting;
8. has a disability; or
9. requires additional assistance to enter or complete an educational program or to secure or hold employment.

**Additional Eligibility Requirement:**

All males age 18 and older participating in the WIOA youth program, including foreign nationals, must be registered with the Selective Service prior to enrollment. Subrecipients must ensure copies of Selective Service documentation is maintained in the participant's file.

Only 5 percent of total In School youth served statewide may be considered eligible for services if only proving eligibility with the "needs additional assistance barrier". AWIB approval must be requested to enroll a youth with only the needs additional assistance barrier.

**Priority Populations**

Priority populations include those who are most in need of services due to their social circumstances and barriers to education and employment. Applicants must demonstrate the ability to recruit and adequately serve priority youth populations.

Priority Populations include:

1. children of incarcerated parents (either one or both);
2. youth involved, or at risk of involvement, with the criminal justice system;
3. homeless and runaway youth;
4. Alaska Native or American Indian;

5. migrant youth;
6. out-of-school youth;
7. youth at risk of dropping out of school
8. youth in or aging out of foster care; and
9. youth with disabilities.

## 14 REQUIRED WIOA YOUTH BASIC ELEMENTS

There are 14 basic program elements that must be made available to participants in a WIOA youth program. The elements are intended as array of possible services available to meet each youth's unique need. Applicants must demonstrate within the application they have the resource capacity and partnerships to provide the 14 basic program elements. Applicants will determine which program services will be provided to a participant based on each participant's objective assessment and individual service strategy.

### The 14 basic elements include:

1. **tutoring, study skills training and instruction** leading to high school completion, including dropout prevention strategies;
2. **alternative high school services** which offer specialized, structured curriculum inside or outside of the public school system;
3. **summer youth employment** that takes place between May 15<sup>th</sup> and September 30<sup>th</sup> and consists of employment for which youth are paid a wage and results in occupational learning that leads to an employment goal;
4. **paid and unpaid work experiences** including internships and job shadowing, are short-term, planned, structured learning experiences that occur in a workplace and are focused on career exploration and the development of work readiness skills;
5. **occupational skills training** that lead to the attainment of a certificate or credential; including participation in Job Corps, apprenticeship programs, and training programs that provide skills necessary to enter or advance in a specific occupation;
6. **leadership development opportunities** including community service and peer-centered activities that encourage responsibility, employability, and other positive social behaviors;
7. **adult mentoring** in a one-to-one supportive relationship between an adult and a youth that is based on trust and lasts for duration of at least 12 months;
8. **supportive services** to enable an individual to participate in program activities such as housing, meals, medical care, daycare, transportation, school related supplies, and training related supplies;
9. **follow-up services** to monitor the success of youth during their transition to employment or education and provide assistance as needed for a successful transition;
10. **comprehensive guidance and counseling** to help youth make and implement informed educational, occupational, and life choices;
11. **financial literacy education** to gain skills needed to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, and other savings goals;

12. **entrepreneurial skills training** using a curriculum based training module that teach youth the value of being skilled and applying those skills to meet a consumer need or demand, to think creatively and critically, to problem solve; how to recognize opportunities, and other skills related to entrepreneurialism;
13. **career awareness, career counseling, and career exploration** using labor market and employment information on in-demand industry sectors or occupations available in the local area; and
14. **activities that help youth prepare for and transition to post-secondary education and training** including exposure to post-secondary education options, assisting youth with placement into post-secondary education, and placement into training opportunities such as apprenticeships and occupational training.

Applicants will need to clearly define how each element will be provided and by whom, in the project proposal. If other partners or agencies will be tasked with providing one or more of the elements, applicants must provide documentation of the agreements with such agencies.

## PROJECT FRAMEWORK

A WIOA youth project requires the following components:

1. outreach and recruitment;
2. intake;
3. provision of an objective assessment of social, academic, and employment capacity for each youth;
4. development of an individual service strategy;
5. provision of follow-up services for a duration of one year; and
6. referrals to other resources for individuals not eligible for program services.

Project proposals shall clearly outline how each of the following will be delivered.

### Outreach and Recruitment

Outreach and recruitment activities are intended to increase awareness of the WIOA youth program services and may be delivered via multiple means. Applicants must have a strategy for actively recruiting eligible youth through established partnerships, area schools, places frequented by youth and other social service agencies serving youth and their families.

### Intake

Intake involves registration, eligibility determination, the collection of information to support eligibility, pre-screening of potential participants to provide a general orientation to self-help services, and referrals to other partners and resources. Each youth will complete a program application, and an eligibility determination must be made within five business days of requested services. Completion of the application, a determination of eligibility, and delivery of a service will constitute enrollment into the program. All individuals served by this program must be entered into the AWIB's case management system within 30 days of the first youth service.

## **Objective Assessment**

The objective assessment is a process that identifies a participant's academic level, goals, interests, skill levels, abilities, aptitudes, supportive service needs and employability potential. The subrecipient shall perform an objective assessment on each participant using interviews, questionnaires, standardized tests, recent school records, and other approved assessment tools. A new assessment is not required if the provider determines it is appropriate to use a recent assessment or Individual Service Strategy (ISS), that was completed by another education, rehabilitation, or training program partner agency. Applicants must have staff qualified to perform objective assessments and include the assessment tools they will use in their proposal.

**Note:** the AWIB requirement to use the AKCIS system provides assessment resources, in addition to the state objective assessment form, for use by service providers. Applicants may identify these two resources as their objective assessment tools

## **Referral**

If the objective assessment indicates that a youth participant requires services other than those available through the WIOA youth project, a referral must be made to an appropriate agency that can provide the needed services. This encourages leveraging of similar resources and benefits. For example, Youth with disabilities may be referred or co-enrolled with the Vocational Rehabilitation Division for additional services. Where applicable, participants may be co-enrolled with the WIOA Adult, Vocational Rehabilitation or any other program available through the Alaska job centers to leverage resources and services.

## **Individual Service Strategy Development**

The ISS is framed within a participant's Advancement Plan and retained within an electronic case file. The plan should include participant needs as determined by the objective assessment and identify education or employment goals with associated services to achieve goals. As needed, supportive services can be provided to ensure and induce active youth participation.

An Advancement Plan will be developed for each youth based on the needs identified in their objective assessment and will include both short and long-term goals. Goals must be developed to meet program performance outcomes. See Performance Indicators section.

## **Follow-Up Services (as needed) for Duration of one Year**

Participants will "exit" the program when they have completed the services outlined in the ISS and achieved their goals. Any youth who has not received services for 90 days and is not scheduled for future services, except follow-up services, must exit the program. The exit date is based on the end date of the last service, and follow-up services are provided for a minimum of 12 months following the exit date. Follow-up services include regular contact with the youth to provide assistance with work or training related problems that may arise, peer support groups, adult mentoring, counseling, assistance in securing a better paying job, additional career development, and needed supportive services. All grant applicants must clearly explain what systems they have in place to provide follow-up services.

## PERFORMANCE INDICATORS

The WIOA youth program has specific performance indicators that measures the effectiveness of the statewide system of WIOA Youth program activities. Performance levels are based on a federally negotiated rate for each measure. Each program provider contributes to the overall measures of performance and is accountable for the effectiveness of their individual program to positively affect performance outcomes.

### Negotiated Performance Targets (Statewide)

	Placement in Employment or Education Quarter 1	Placement in Employment or Education Quarter 4	Median Earnings	Credential Attainment	Measurable Skill Gains
Target	54%	56%	N/A	50%	N/A

#### Placement in Employment or Education after Exit

- The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second AND fourth quarter after exit from the program.

#### Median Earnings

- The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.

#### Credential Attainment

- The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent program within one year after exit from the program.

#### Measurable Skills Gains

- The percentage of participants who have measurable skills gains during participation in the program.

## BUDGET

Proposed program budgets must reflect funding requests for one fiscal year. Funding for additional years will be negotiated based on program performance and funding availability and determined prior to the subsequent fiscal year.

Proposed program budgets should reflect the percentage of out-of-school and in-school participants to be served. Additionally, budgets must reflect a minimum of 20 percent of total funds being used for work experience activities, regardless of out-of-school and in-school ratios.

To ensure youth receive substantial training and support, the AWIB requires a minimum of 40 percent of funding be budgeted for direct services to youth participants for work experience, training and support

services. This 40 percent includes the WIOA mandated 20 percent for work experience activities as outlined above.

### **Budget Narrative and Budget Summary**

The budget section includes two parts: a Budget Narrative and Budget Summary. The Budget Narrative must explain and justify the costs included in the Budget Summary. Costs must be reasonable, practical, and determined based on provision of allowable youth services consistent with the 14 basic program elements, that best support youth needs.

**Note:** An award recipient that proposes to use federal grant funds to pay for indirect costs but has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of up to 10% of its modified total direct costs. A de minimis calculator is provided for your convenience in determining this rate for your project budget if a federally approved indirect rate will not be used by your organization.

### **Maintaining Participant Information**

Applicants must consider all costs associated with maintaining and providing participant-related information and include that in the budget. The grant agreement will specify the types of information required, the format and frequency for submission. All personal information obtained from participants will be confidential and all case management-related records maintained for seven years following the end of the grant.

### **Subrecipient Leveraging of Resources**

While direct matching funds are not required, leveraging other private sector, community, state, or federal resources with the WIOA youth program is highly desired. WIOA youth grant contributions may be a direct cash match, and indirect contribution or from leveraged resources, including unsubsidized wages paid by an employer to the participant.

### **Funding Requests**

Funding requests must be reasonable and practical, and will be assessed and evaluated based on the percentage allocated for administration, cost per participant, ratio of staff costs to participant benefits and AWIB objectives.

## **SELECTION AND AWARD PROCESS**

### **Application Review**

The AWIB staff will perform an initial review of all properly submitted applications and forward all complete, responsive, and eligible applications to the AWIB review committee.

### **Evaluation**

The AWIB review committee will evaluate applications and provide the Commissioner with a list of applications recommended and not recommended for funding. If necessary, the AWIB staff may request clarification of information from applicants to assist the review committee in making final funding

recommendations. The Commissioner will make the final grant award or denial decisions under this solicitation.

### **Results of Application Review and Evaluation**

Each applicant approved by the Commissioner will be provided a written Notice of Intent to Award. Upon issuance of a Notice of Intent to Award, the application will move to the grant negotiation stage. AWIB. The Commissioner reserves the right to revoke a Notice of Intent to Award if the decision was made based on inaccurate information provided in the application.

Applicants not recommended for funding will receive a written Notice of Denial of Award.

### **Grant Negotiations**

The AWIB reserves the right to negotiate with all awardees pending award of a grant as needed to achieve the best outcomes for WIOA youth participants. This may include the grant award amount, numbers of participants served, performance expectations and other conditions to ensure positive outcomes. Awards are subject to availability of federal funds.

### **Grant Award**

Grant agreements must be signed within 45 days of receipt from the AWIB or the award may be rescinded in order to redirect funds.

### **Pre-Award Questionnaire**

Successful applicants will be required to submit specific information and documents within one week of receiving a Notice of Award. The required information will be forwarded to all applicants.

### **Due Diligence**

All subrecipients and any sub-contractors receiving over \$25,000, and are not state agencies, are required to go through a multi-step due diligence process to demonstrate their suitability to receive grant funds. Additional information can be found in AWIB policy [Due Diligence Policy](#)

### **Appeals**

A grant applicant that receives a Notice of Denial of Award may file a written request for reconsideration as outlined in the AWIB policy [Grant Award and Appeal Policy 07-507](#). Appeals should be addressed to: Department of Labor & Workforce Development, Commissioners Office, PO Box 111149, Juneau, AK 99811.

## **GRANT TERMS AND RESPONSIBILITIES**

### **Required Training**

Subrecipients will be required to attend annual WIOA youth program training, required monthly meetings, and ad hoc technical assistance sessions on youth program deliverables, program management, case



management, financial management, performance accountability and the Individual Case Management System.

### **Progress Reports**

Subrecipients must complete and submit a monthly program report in the AWIB grant management system. Program reports must include narrative updates on the progress of the project and statistical data related to the subrecipient meeting the goals and objectives of the project. Upon completion of the project, the subrecipient will be required to submit a final program report.

### **Financial Reports**

It is critical to the success of the program that grant funds are fully expended by the end of the award period. To ensure that expenditures are on target, subrecipients are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. Subrecipients that are not meeting their planned expenditures may have a percentage of their award recaptured for use in other program projects or objectives.

The AWIB staff will provide electronic forms to capture accruals quarterly. Reimbursement Requests and Program Income must be submitted in the new grant management system on a monthly basis. Reimbursement requests and subrecipient contributions must be supported with clear and concise financial reports and expense back up documentation.

### **Success Stories**

Success stories and photographs are critical components to the continuation of the program and can be submitted at any time. The subrecipient must submit three success stories by the completion of the grant period.

### **Participant Data Collection and Reporting**

Subrecipients are required to collect personally identifiable information (PII) for participants receiving services, and enter information in a timely manner in the States' case Management system per AWIB policy [07-508 Participant Performance Data Collection](#). Data to be collected includes name, birthdate, and address; social security numbers for participants receiving wages associated with activities conducted under this grant; services provided; and demographics.

Information collected in the case management system will only be used by the State to develop impact measurements and aggregate statistics. All information, including PII, will only be shared with the USDOL and other State of Alaska departments and only as necessary to develop aggregate statistics.

### **Equal Opportunity Responsibilities**

Subrecipients must disseminate, and prominently display in a conspicuous location, the *Equal Opportunity Is the Law* notice, providing initial and continuing notice that it does not discriminate on any prohibited basis and ensure all subcontractors or partners adhere to *Equal Opportunity is the Law* notices. All organizations that

provide training or services for which participants must apply or register must maintain a signed copy of the *Equal Opportunity is the Law* certification form for each applicant or registrant.

### **Monitoring**

The AWIB has developed a systematic monitoring system for evaluating the quality and effectiveness of program administration. Monitoring is the quality control system whereby the AWIB gathers and analyzes information to determine whether services are in compliance with the grant agreement, detect problems, identify strengths and weaknesses, and propose improvements to the services. Grant recipients are expected to cooperate with any monitoring, inspection, audit, or investigation of activities related to the grant agreement.

Monitors will include, but are not limited to, examination of, and photocopying as necessary, books, records, files, documents, property or equipment related to all aspects of STEP funded activities. The review of grant recipient files and records assesses adherence to the project scope, objectives, goals, training schedules, financial, and equal opportunity compliance. Monitoring may be conducted on-site or at the Grant Unit's office. Grant recipients will receive written notice to inform them of a project monitor and a detailed list of items to be reviewed. Some grant recipients may only be required to comply with simple requests for information to confirm compliance with grant conditions. Additional monitoring information can be found in [Monitoring and Single Audit Policy 07-523.1](#).

## **ATTACHMENTS**

### **A. Eligibility Definitions**

Definitions of WIOA Youth program eligibility criteria.

### **B. Key Terms**

Definitions of unique program terms used within this request for proposal.

### **C. 14 Basic Program Elements Definitions**

Supportive summary definitions of the 14 basic program services that must be made available within a youth project.

### **D. Individual Service Strategy and Career Pathway Guidance**

Formal guidance for development of career pathways for participants served.

### **E. Project Budget Form**

Please use this form to complete your project budget and spending plan, then submit with your application.

### **F. De minimus Rate Calculation Form**

If your organization does not have a federally approved indirect cost rate, but plans to use program funds to pay indirect costs, please use this form to calculate an indirect rate up to 10% of modified total direct cost.

### **G. WIOA Youth Application Form FY21**

Please use this form to submit your project proposal to: [awib.grants@alaska.gov](mailto:awib.grants@alaska.gov) by the application deadline of 5:00 pm, March 13, 2020, with the subject line WIOA Youth –Your Organization Name.