STATE OF ALASKA

Department of Labor and Workforce Development
Alaska Workforce Investment Board

Catherine Muñoz
Acting Commissioner

Workforce Innovation Opportunity Act (WIOA)

Notice of Request for Grant Applications

State Fiscal Year 2024

Date of Issue: February 1, 2023

Application Deadline:
Grant Applications must be submitted in the Grants Management System
by 5:00 pm March 17, 2023

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GENERAL INFORMATION

Project Timeline - July 1, 2023, to June 30, 2024

This solicitation is for a one-year project period. Grant 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.

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 organization 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 can provide or facilitate the training or services as described in this solicitation.

Grant Management System

Grant applications must be submitted through the **E**lectronic **Gr**ants **A**dministration and **M**anagement **S**ystem (EGrAMS) accessed through the Alaska Department of Labor and Workforce Development website at egrams.dol.alaska.gov. A sample application form, grant agreement, definitions and references, and frequently asked questions are available for view in EGrAMS. Questions about EGrAMS should be directed to Shane Bannarbie, Program Coordinator, at (907) 269-4551, shane.bannarbie@alaska.gov or Jonathan Thompson, Grants Administrator, jonathan.thompson@alaska.gov (907) 269-4660.

Grant Submittal

Grant applications must be submitted in the AWIB Grants Management System by 5:00 pm March 14, 2022. 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.

RGA Informational Teleconferences

Applicants requiring assistance understanding requirements of the project, submittal process, or other information within this proposal, Technical Assistance (TA) is available in February and March during the proposal period. See details below:

TA Session 1: February 10, 2023
Time: 10:00am – 11:30am
Access via Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 907-202-7104,,751887481#
Phone Conference ID: 751 887 481#

TA Session 2: February 24, 2023
Time: 10:00am – 11:30am
Access via Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 907-202-7104,,126409169#
Phone Conference ID: 126 409 169#

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's priorities for workforce development, which includes: the expansion of registered apprenticeship to develop Alaska's workforce, efforts to reduce and mitigate suicide among young Alaskans, particularly Alaska Native youth, and reduce youth homelessness statewide.

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:

WIOA places a priority on services to Out-of-School youth and requires that a minimum of 75 percent of the total state allotment be used for this population and 25 percent be used to serve In-School youth.

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, to promote a balanced statewide youth program.

Work Experience Requirement

Each project must ensure that 20 percent of total awarded funds are budgeted towards work-based learning activities that have an academic and occupational component. Work experience is a short-term or part-time planned, structured learning experience that takes place in a workplace for a specified period. Work experiences must provide participants with opportunities for career exploration and skill development and may take place in the private for-profit sector, the nonprofit sector, or public sector. They may include internships, job shadowing; pre-apprenticeship program; transitional jobs; and workforce preparation activities to aid an individual in gaining experience that leads to unsubsidized employment or entry into a registered apprenticeship program. Participants placed in work experiences are generally considered trainees, and work experience sites should not depend on the trainee's productivity to maintain or advance the profit margin or performance of the company or agency.

Work experience expenditures may include more than just wages paid to youth participants. Allowable expenditures may also include:

- Wages or stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of work experience; and
- Employability skills or job readiness training to prepare youth for a work experience.

Note: Allowable staff charges to the work experience budget line should not total more than 40 percent of the total work experience budget. Approval by the program coordinator must be granted during the budget negotiations meeting for projects seeking to apply staff charges above the 40 percent limit.

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

- Align the skill needs of industries in the regional economy involved;
- Prepare an individual to be successful in secondary or postsecondary education;
- Include counseling to support an individual in achieving their education and career goals;
- 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) 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 WIOA 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. To guarantee youth projects, serve participants for time necessary to ensure they are successfully prepared to enter post- secondary education and unsubsidized employment.

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 sub recipient is unresponsive to corrective action requirements. Sub recipient 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 that 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 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.

Sub recipients 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

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 aged 18 and older participating in the WIOA youth program, including foreign nationals, must be registered with the Selective Service prior to enrollment. Sub recipients 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 15th and September 30th 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 leads 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 and 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 sub recipient 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%	52%	$2,700	50%	66.0%

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.

Average Earnings

- The average 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: Indirect cost rates are capped at 10% even if your federally approved indirect rate is higher. If an awarded recipient doesn't have a federally negotiated indirect cost rate, they 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 those 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.

Sub recipient 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, indirect contribution, or leveraged resources or funding.

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 responsive applications and then forward to the AWIB Review Committee for review, then make award recommendations to the Commissioner of Labor. The Labor Commissioner is the final arbiter of WIOA Youth awards.

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. 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 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 sub recipients and any sub-contractors receiving over $25,000, and which 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
Sub recipients will be required to attend 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 Alaska Jobs System. Additionally, an annual training conference may be scheduled in person in Anchorage or online to address overall performance needs of the program. Grant recipients should plan for this conference in their budget to consider travel and lodging costs to attend if applicable based on location of the meeting. The need for a training conference will be evaluated after all the grants are evaluated and awarded.

Progress Reports
Sub recipients 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 sub recipient meeting the goals and objectives of the project. Upon completion of the project, the sub recipient 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, sub recipients are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. Sub recipients 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 monthly. Reimbursement requests and sub recipient 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 sub recipient must submit three success stories by the completion of the grant period.

Participant Data Collection and Reporting
Sub recipients 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
Sub recipients 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 will receive 30 days written notice of a pending monitor and expected to cooperate with any monitoring inspection, audit, or investigation of activities related to the grant agreement and project. Monitors may be conducted on-site at grant recipient location or desk-side via an online meeting platform. All monitor activities are in accordance with the Workforce Innovation and Opportunity Act 20 CFR Parts 683.400-440, 2 CFR 200, AWIB Monitoring and Single Audit Policy 07-523.1, and AWIB Participant Performance Data Collection Policy 07-508.2.

Acceptable grant recipient performance results in zero monitor outcomes. Deficient or concerning performance results in either of the following:

- **Finding of Non-Compliance**
  This outcome identifies a violation of the statutes, regulations, or other requirements governing the use of program funds from the AWIB. The Finding of Non-Compliance requires the subrecipient to develop a formal corrective action plan that demonstrates a strategy to bring the finding into

compliance with subaward requirements. The plan must be submitted to the AWIB within 30 days of receipt of this report.

- **Administrative Concern**
  This outcome indicates a matter that is currently not in violation of the statutes, regulations or other subaward requirements. If a concern continues without correction, it could lead to a finding. Administrative Concerns do not require formal corrective actions but must be addressed to prevent a future finding.

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 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 sub recipients and sub-contractors must comply with the Americans with Disabilities Act.

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. **Work Experience Guidance**
   Understanding the work experience program element