

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

Catherine Muñoz
Commissioner Designee



Workforce Innovation Opportunity Act (WIOA)
Youth Services

Notice of Request for Grant Applications
State Fiscal Year 2025

Date of Issue: February 9, 2024

Application Deadline:

Grant Applications must be submitted in the Grants Management System
by 5:00 pm April 1, 2024

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GENERAL INFORMATION

Project Timeline - July 1, 2024, to June 30, 2025

The Alaska Department of Labor and Workforce Development (DOLWD) and the Alaska Workforce Investment Board (AWIB) invite competitive grant applications for the purpose of delivering innovative and effective youth services. These services must be directed at disadvantaged, disconnected, and homeless youth populations, in compliance with the Workforce Innovation and Opportunity Act (WIOA). This solicitation is for projects to be executed over a one-year period, with grant awards contingent upon AWIB's review, recommendation, and federal funding availability.

Eligible Applicants

This grant opportunity is open to:

- Non-profit or for-profit organizations
- School districts
- Educators
- Industry trainers
- Employers
- Community services agencies
- Alaska Native organizations
- Other entities capable of providing the services outlined in this Request for Grant Applications (RGA)

Subcontractors must be identified in the proposal and be qualified to receive and manage federal funds, delivering or facilitating the training or services described.

Total Funding Available

At the time of this writing, the AWIB does not know the full amount of available funding for fiscal year 2025. We anticipate the total available will be similar to the current fiscal year of approximately \$3 million for competitive grants.

Grant Submittal

Grant applications must be submitted by 5:00 pm on Monday, April 1, 2024, via the AWIB Grants Management System. Additional resources, including a pre-submittal application form and key terms, are provided with the Request for Grant Application (RGA). A mandatory RGA informational teleconference will also be available to address questions regarding application completion and submission. Please refer to page five (5) of the RGA for specific details on these teleconferences.

Program Contact

Questions about the content of this RGA should be directed to Leslie Vines, Program Coordinator at (907) 269-8158 or leslie.vines@alaska.gov and Xavien Phillips, Grants Administrator, xavien.phillips@alaska.gov, (907) 269-4562

RG A Informational Teleconferences

Six Microsoft Teams teleconferences will be held to answer questions about FY 2025 WIOA Youth Request for Grant Applications (RGA) and the application process. Even if you have applied for and received a grant in the past, you are encouraged to attend.

Q & A Teleconferences

Dates: Tuesday, February 13, 2024
Tuesday, February 20, 2024
Tuesday, February 27, 2024
Tuesday, March 5, 2024
Tuesday, March 12, 2024
Tuesday, March 19, 2024

Time: 2:30 PM – 4:00 PM
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,,677566279#](#)

Phone Conference ID: 677 566 279#

INTRODUCTION

Program Overview

Administered by the U.S. Department of Labor Employment and Training Administration and operated locally by the Alaska Department of Labor and Workforce Development (DOLWD) and the Alaska Workforce Investment Board (AWIB), the WIOA Title 1B Youth Program is a strategic initiative to empower disadvantaged and disconnected youth in Alaska.

The WIOA Youth Program is designed to address the challenges faced by youth who experience limited education, social exclusion, employment gaps, and lack of work experience. These challenges can have long-term consequences on their individual earnings and self-sufficiency. The program seeks to provide services that improve social and workforce outcomes for these at-risk youth.

Program Components

WIOA Youth projects encompass a range of activities with the goal of achieving specific outcomes. These include facilitating the attainment of a secondary school diploma or equivalent, preparing participants for postsecondary education, fostering occupational skills credentialing, and providing academic programs of study or registered apprenticeship training leading to industry-recognized credentials. The program also aims to prepare youth for unsubsidized employment opportunities and facilitate connections with employers in priority industries and in-demand occupations.

Alignment with Priorities

The WIOA Youth program is closely aligned with the workforce development priorities of the Governor and Department Commissioner. These priorities encompass expanding registered apprenticeship programs to strengthen Alaska's workforce, addressing and mitigating suicide rates among young Alaskans, particularly Alaska Native youth, and reducing youth homelessness statewide.

Suicide Prevention Awareness

To combat youth suicide within the state, the AWIB requests that applicants incorporate suicide prevention awareness into the youth program. Successful applicants will receive suicide prevention resources and materials from the AWIB. Applicants already providing suicide prevention awareness should include this information in their proposals.

Alaska Economic Regions

The AWIB invites applications from organizations operating in the six economic regions of the state. These applicants must be capable of delivering academic, employment, and training services to eligible In-School or Out-of-School youth between the ages of 14-24. Successful applicants will offer workforce development programs preparing youth for post-secondary education, employment, and career development within a specific career path. WIOA Youth programs must establish relationships among industry, employers, schools, postsecondary vocational training institutions, and sponsors of pre-apprentice and registered apprentice programs.

The six economic regions are Anchorage/Mat-Su, Gulf Coast, Interior, Northern, Southeast, and Southwest.

Priority on Services

WIOA places a priority on serving Out-of-School youth, requiring a minimum allocation of 75 percent of the total state allotment for this population, with 25 percent designated for In-School youth. The AWIB review committee will uphold this priority during proposal evaluations, resulting in overall awards that reflect this allocation. Projects serving In-School youth, either partially or entirely, are encouraged to apply to promote a balanced statewide youth program.

Work Experience Requirement

Each project must allocate 20 percent of the total awarded funds for work-based learning activities that incorporate both academic and occupational components. Work experience, characterized by planned, structured learning experiences in a workplace for a specified duration, should provide participants with opportunities for career exploration and skill development. These experiences may span the private for-profit sector, nonprofit sector, or public sector and can include internships, job shadowing, pre-apprenticeship programs, transitional jobs, and workforce preparation activities aimed at facilitating participants' transition to unsubsidized employment or entry into a registered apprenticeship program. For more information on work experience, [click here](#).

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.

Alaska Career Information System (AKCIS)

To support the development of career pathways, the AWIB requires the use of the Alaska Career Information System (AKCIS). AKCIS (<https://acpe.alaska.gov/AKCIS>) 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 with a variety of occupations, career planning tools to track progress, 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 collect information on 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 are expected to operate youth programs in compliance with WIOA guidelines and regulations. This entails serving participants for the time necessary to ensure their successful preparation for entry into post-secondary education and unsubsidized employment. Funds may be recaptured

if the AWIB determines that the mandatory functions of the WIOA youth program are not being provided or if grantees are 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 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 (see page 10) 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.

Grantees 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, young adults must meet specific WIOA Title I eligibility requirements as defined in WIOA legislation, state, and local policy. Each participant must:

1. Be a U.S. Citizen or Registered Alien;
2. Be 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 a 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.

Please click here for AWIB's Youth Eligibility [Policy](#)

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, Instruction, and Dropout Prevention** activities that lead to completion of a high school diploma or recognized equivalent
2. **Alternative Secondary School and Dropout Recovery Services** assist youth who have struggled in traditional secondary education or who have dropped out of school
3. **Paid and Unpaid Work Experience** is a structured learning experience in a workplace and provides opportunities for career exploration and skill development. This may include the following types of work experiences:
 - Summer employment and other employment opportunities throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
4. **Occupational Skills Training** is an organized program of study that provides specific skills and leads to proficiency in an occupational field
5. **Education Offered Concurrently with Workforce Preparation** is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
6. **Leadership Development Opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
7. **Supportive Services** enable an individual to participate in WIOA activities
8. **Adult Mentoring** is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
9. **Follow-up Services** are provided following program exit to help ensure youth succeed in employment or education
10. **Comprehensive Guidance and Counseling** provides individualized counseling to participants, including drug/alcohol and mental health counseling
11. **Financial Literacy Education** provides youth with the knowledge and skills they need to achieve long-term financial stability
12. **Entrepreneurial Skills Training** provides the basics of starting and operating a small business and develops entrepreneurial skills

13. [Services that Provide Labor Market Information](#) offer employment and labor market information about in-demand industry sectors or occupations
14. [Postsecondary Preparation and Transition Activities](#) help youth prepare for and transition to postsecondary education and 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, and proposals shall clearly outline how each of the following will be delivered:

Outreach, Recruitment, and Orientation

Outreach and recruitment include, but are not limited to, identifying potentially eligible young adults, working with parents and guardians to inform about program services and secure necessary documentation, and working closely with other governmental and community organizations and school systems to identify and recruit out-of-school and in-school young adults. As part of orientation, all young adults must receive information on the full array of available services and how to access them.

Intake, Eligibility Determination, and Registration

The subrecipient will be responsible for determining WIOA Title I eligibility of all young adult applicants recruited into the program, determining the young adult's suitability for program services, and collecting and verifying all necessary eligibility source documents. WIOA Title I requires all young adults to meet eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA Title I-funded services

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. There is an objective assessment tool located on the AWIB Youth Resource page for grantee's use.

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. Eligible youth who do not enroll in WIOA Title I programs should be provided information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In addition, eligible youth should be given referrals for further assessment if determined appropriate.

Individual Service Strategy Development

The subrecipient must use the results of the young adult's objective assessment to develop the ISS with the participant. The ISS is an age appropriate, individualized, documented plan with short and long term goals that include career pathways, education and employment goals, involvement in WIOA Title I youth program elements, supportive services, and incentives, as applicable. For all young adults, the ISS will identify the timeframe in which each young adult will be expected to complete all activities related to each of the goals specified in the ISS and should be regularly updated with the young adult. The ISS will clearly connect the services to be provided to each young adult's needs and goals and identify the outcomes to be achieved between WIOA Title I enrollment and exit. The ISS must directly link to one or more WIOA Title I performance outcomes.

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.

Case Management

Case management is the structure for delivering effective services that facilitate young adults' positive development and achievement of their goals. Case management extends from recruitment/enrollment through follow-up services. The case manager supports and motivates participants and coordinates services and information to prepare young adults for post-secondary education opportunities, academic and occupational training, or employment. For more information on case management, please [click here](#).

Access to a Range of Services:

It is required that the 14 WIOA Youth Program Elements be made available to enrolled young adults as needed or requested. If a subrecipient does not directly provide one of the program elements, it must have the ability and connections to make seamless referrals to appropriate providers of such services. Services accessed by a WIOA Title I young adult participant must align with the needs and goals identified by the participant and case manager as documented in the participant's ISS. The subrecipient will have primary responsibility for ensuring that each young adult has access to the full continuum of services and for documentation of these services.

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.

Communication, Training, and Reporting

The grantee selected through this RGA will be expected to maintain regular communication and coordination with the AWIB, participate in training, and complete reporting requirements. Specifically, the grantee will be required to:

- Attend the AWIB mandatory orientation to review program administration, compliance requirements, fiscal requirements, continuous quality improvement, and partner communication expectations.
- Attend scheduled monthly contract performance and budget touchpoint meetings.
- Participate in required trainings and technical assistance meetings.
- Submit monthly narrative and outcomes reports as agreed during contract negotiation.

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 Grantee 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. 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, as well as the format and frequency for submission. All personal information obtained from participants is confidential, and all case management-related records must be maintained for seven years following the end of the grant.

Grant 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 that are 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 grantees 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

Grantees 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

Grantees 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 grantee meeting the goals and objectives of the project. Upon completion of the project, the grantee 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, grantees are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. Grantees 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 monthly in the new grant management system. Reimbursement

requests and grantee 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 grantee must submit three success stories by the completion of the grant period.

Participant Data Collection and Reporting

Grantees 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.

The grantees selected through this RGA must maintain well-organized, up-to-date electronic participant records for enrolled participants in compliance with Department of Labor and the AWIB. The subrecipient will be required to track young adult enrollments, demographic information, services provided, and performance outcomes for WIOA Title I funds using the AlaskaJobs statewide Management System. Data must be accurate and recorded in AlaskaJobs in real time or within seven (7) calendar days of the date of service or the date a performance outcome is received.

Equal Opportunity Responsibilities

Grantees 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.

Americans with Disabilities Act

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Alaska Workforce Investment Board at (907) 269-7327 no later than ten working days before the application deadline to arrange for auxiliary aids or services.

The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer, and the State Training and Employment Program is an Equal Opportunity program. In addition, all grant recipients or sub-contractors must comply with the Americans with Disabilities Act.

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.

Policies and Resources

Applicants are expected to be familiar with the following policies and resources and maintain compliance if selected for a subaward.

- [Alaska Policies and Initiatives](#)
- [Department of Labor Employment and Training WIOA Youth Formula Program](#)
- [Code of Federal Regulations \(eCFR\)](#)
- [Department of Labor Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Department of Labor's Workforce GPS website-youth program](#)
- [Eligible Training Providers List \(ETPL\) of Alaska](#)

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