



Central Savannah River Area
Regional Commission
FY2027 RFP
Workforce Development
Youth Services



CSRA WIOA FY2027 RFP for Youth Services

Important Information

Thank you for your interest in the CSRA RC Workforce Development's request for proposals for WIOA youth services. The deadline for applications is **May 4, 2026**. After completing this RFP, a copy of your submission will be sent to your email address.

In order for the CSRA RC to make a decision regarding your proposal, you must include all information requested. All completed proposals will be reviewed.

If you have any questions concerning this RFP or the application process, please submit them in writing to rfps@csrarc.ga.gov no later than 5:00 pm on April 23, 2026.

Note: You can save and resume your submission over time if desired. When you click the "Save" button you'll be emailed a link that you can use to resume your application.

RFP Notice

RFP Due Date: May 4, 2026 by 3:00 PM Deadline for Questions: April 23, 2026 by 5:00 PM

REQUEST FOR PROPOSALS FOR WORKFORCE DEVELOPMENT SERVICES

The CSRA Regional Commission (hereinafter referred to by name or "CSRA RC"), as the WIOA Fiscal Agent/Grant Recipient, 3626 Walton Way Ext. Suite 1, Augusta, GA 30909, will receive responses (hereinafter referred to as "Response" or "Responses" or "Bid" or "Bids") to this Request for Proposals (RFP) until 3:00 PM May 4, 2026 for Workforce Development Services to include One-Stop Operations (renewal or new), Youth Services, Business Services and Rapid Response.

Any questions concerning this RFP or requests for additional information must be directed in writing to: Andy Crosson, Executive Director, rfps@csrarc.ga.gov or by mail at CSRA Regional Commission 3626 Walton Way Ext., Suite 1 Augusta, GA 30909 by 12:00 p.m. on April 23, 2026. Answers will be in writing

and provided to persons who request to be included for this RFP.

CSRA RC will evaluate each proposal, choosing the one(s) that, in the CSRA RC's sole discretion, are the most responsive (not necessarily the lowest in cost) and best address the work to be performed, taking into consideration factors such as 1) price, 2) potential ability to perform; 3) relevant project experience/qualifications; 4) organizational capacity; 5) budget/financial capacity; and 6) comprehension of the scope of work.

CSRA RC reserves the right, in its sole discretion, to: 1) cancel the RFP at any time, 2) amend the RFP before the due date, 3) alter the timetables for procurement; 4) request additional information from any Responder, 5) interview any Responder before issuing a grant award, 6) reject any or all Responses, and/or 7) waive any technicalities or formalities. The CSRA RC is not obligated to enter into any contract on the basis of any submittal in response to this RFP.

Awarding of any contracts and any subsequent periodic payments during the grant period is contingent upon receipt of local, state and federal funds during the contract period.

RFP Overview

Overview

2.1 Introduction

Through this Request for Proposal (RFP), the CSRA Regional Commission, in its capacity as the WIOA fiscal agent/grant recipient, is soliciting responses from potential Responders interested in operating certain workforce programs in the State-Designated CSRA Workforce Area 12 for the period outlined within the “Period of Performance and Contract Terms” section of this RFP. Responders may limit their request to serve a particular geographical area.

Responders must complete the Request for Proposal to be considered.

This RFP only covers the period outlined in the “*Period of Performance and Contract Terms*” section of this RFP.

Comprehensive The workforce system provides a comprehensive approach to programs and services through the depth of partnerships associated with the program. The partnerships start at the WDB level and permeate throughout the levels of service delivery. Vendors and WIB members alike work to connect participants with the resources that are most needed.

Workforce Development Board (WDB): The WDB functions as a policy board and oversight mechanism for the WIOA funded programs in Georgia’s WIA Region 12.

Local Elected Officials Board: The Local Elected Officials Board is comprised of the chief elected officials and/or his/her designee from the local governments within WIOA Region 12. The Local Elected Officials Board appoints members to the Workforce Development Board and provides critical linkage to local communities.

The CSRA Regional Commission has the responsibility for developing a Local Area Plan for workforce development services and programs which describes this service delivery system in detail and the impact the Plan has on the planning and service area. The Local Area Plan is implemented through contracts, subgrant agreements, and cooperative agreements negotiated with various providers and local jurisdictions to implement services for the benefit of unemployed and underemployed residents in the service area. **The Local Area Plan planning period should not be confused with the period of contracts, subgrant agreements, or cooperative agreements awarded under this RFP.**

Award Terms

3.1 PERIOD OF AWARD

All subgrant agreements resulting from this Request for Proposal process are contingent on the availability of funds from the Technical College System of Georgia - Workforce Division. The terms and conditions of the CSRA RC's contract with TCSG and any subsequent policy decisions, laws or regulations shall be applied to the contractor(s)/subgrantee(s) chosen through this process.

This RFP covers the upcoming fiscal year which begins on July 1, 2026, and ends on June 30, 2027. Any contract(s)/subgrant/cooperative agreement(s) issued as a result of this RFP will be awarded on a one (1) year basis to conform with the CSRA RC's fiscal year (July 1st to June 30th). Any subsequent year contract(s), subgrants, or co-operative agreement(s) in the planning period will be determined at the CSRA RC's sole discretion which may or may not involve a new Request for Proposals being issued. Nothing herein shall be deemed any commitment by the CSRA RC to contract with any successful Responder(s) for any period of time past June 30, 2027.

The CSRA Regional Commission may, at its sole discretion, terminate any contract or subgrant agreement issued as a result of this RFP due to non-availability of funds, due to default, or for cause, or for convenience, at any time by giving thirty (30) days notice.

3.2 CSRA RC PROCUREMENT RIGHTS

In addition to any rights, terms, or conditions listed within this Request for Proposals, the CSRA RC also specifically and expressly retains the following rights in regard to this procurement:

CSRA RC reserves the right, in its sole discretion, to: 1) cancel the RFP at any time, 2) amend the RFP before the due date, 3) alter the timetables for procurement; 4) request additional information from any Responder, 5) interview any Responder before issuing a grant award, 6) reject any or all Responses, and/or 7) waive any technicalities or formalities. The CSRA RC is not obligated to enter into any contract on the basis of any submittal in response to this RFP.

Awarding of any contracts and any subsequent periodic payments during the grant period is contingent upon receipt of local, state and federal funds during the contract period.

3.3 PLANNING ALLOCATIONS

Funds for this agreement are contingent upon receipt of funds from Federal and/or State sources. Because the actual amount of funds may change throughout the year, the CSRA RC utilizes planning allocations in its procurement and sub-granting processes. Subgrant agreements, contracts, and cooperative agreements may be amended, by mutual agreement, from time-to-time whenever adjustments are needed because of changes in the CSRA RC's funding sources, and may be immediately terminated by the CSRA RC if mutual agreement cannot be reached.

3.4 REQUIREMENTS OF SUCCESSFUL RESPONDER

The successful Responder(s) will be responsible for providing the services outlined in the "Scope of Work" section of this Request for Proposals in accordance with Technical College System of Georgia's guidelines and CSRA Regional Commission's requirements as specified in this RFP and in the subsequent

contracting documents.

3.5 POTENTIAL CONFLICTS OF INTEREST

Any potential conflicts of interest must be identified and addressed in all responses. In making such disclosures, the respondent must a) identify the person or persons for whom a potential conflict of interest exists, b) the relationship to any current or former board member, current or former advisory council member, or current or former employee; and c) the nature of the potential conflict. The person or persons for whom the potential conflict of interest exists shall certify that he/she will abide by all rules established by the WIOA Administrative Standards <https://www.tcsg.edu/worksource/resources-for-practitioners/policies-guidance/> . *All Responders must complete the “Conflicts of Interest Disclosures” form in Section D and attach additional sheets if any potential conflicts exists and answer the questions outlined above in such responses.*

Evaluation of Proposals

Submission Requirements

It is essential that each Responder addresses every requirement outlined in this Request for Proposals (RFP) and includes all information requested. Should a response be materially incomplete, the CSRA RC, at its sole discretion, may determine the submission to be technically unresponsive, resulting in its elimination from further consideration.

Review Committee Process

For procurements anticipated to result in an award or contract exceeding \$50,000 in aggregate, the CSRA RC may, at its sole discretion, assemble a review committee to objectively assess each response. This committee may consist entirely of CSRA RC staff members or include only those individuals.

Responder Acknowledgment

Responders explicitly acknowledge that a compilation of each Responder's average score (calculated by averaging the scores assigned by each reviewer) may be made available only at the conclusion of the RFP award process.

Evaluation Criteria

In determining the award, the CSRA RC will consider various factors, which include but are not limited to the following:

- Cost of the proposal
- Potential ability of the applicant to successfully perform under the contract's terms and conditions
- Analysis of the applicable Unit Cost Methodology or other cost analysis
- Relevant past project experience and qualifications
- Organizational capacity to perform the required services
- Budget and financial capacity of the applicant
- Quality and thoroughness of responses to the scope of work and quality assurance sections in the proposal

Each of these factors will be taken into consideration to ensure the selected proposal or proposals are best suited to meet the needs of the project and fully comply with the expectations established in the RFP.

Final Award Decision

Following the review, the committee's recommendations will be submitted to the CSRA RC's management for consideration. The CSRA RC Council will make the final decision regarding the award of responses, taking into account the management's recommendations and the criteria for responsiveness. The CSRA RC Board reserves the right to make a final decision that may differ from the review committee's recommendations.

Appeal and Arbitration Procedures

Appeal Process for Non-Selected Responses

Responders who are not chosen for a competitively solicited contract or agreement by the CSRA Regional Commission have the right to appeal the decision. To initiate an appeal, the Responder must submit a written appeal to the Executive Director within ten (10) calendar days of receiving notification of non-selection. The appeal must be sent via certified mail, with a return receipt requested, to the following address:

Attn: Appeal of Procurement Award
CSRA Regional Commission
3626 Walton Way Ext., Suite 1
Augusta, GA 30909

Appeal Hearings for Awards Under \$125,000

For procurements where the awarded amount is less than \$125,000, the Executive Director will schedule a hearing within ten (10) business days. During this hearing, the Responder may present relevant information regarding the procurement decision. After considering the information presented, the Executive Director will render a decision and communicate it to the Responder within ten (10) business days following the hearing.

Appeal Hearings for Awards of \$125,000 or More

For procurements with awards equal to or greater than \$125,000, the appeal will be heard by the CSRA Regional Commission's Council at its next regularly scheduled meeting. The Responder may present arguments in support of the appeal, while the Executive Director and/or his designee may provide counterarguments. The Council will review all information presented and issue a decision within ten (10) business days after the hearing. The decision made by the CSRA Regional Commission's Council is considered final and binding.

Arbitration of Procurement Disputes

Should a dispute arise regarding the procurement process after the issuance of an appeal decision by either the Executive Director or the Regional Commission's Council, the matter will be referred to arbitration. Arbitrators will be selected in accordance with the rules of the American Arbitration Association, and the arbitration will proceed under the guidelines established by the CSRA Regional Commission. The resulting judgment from the arbitrators may be entered in any court of competent jurisdiction. The costs associated with the arbitration process will be equally shared by the party requesting arbitration and the CSRA Regional Commission.

Post-Arbitration Actions

Once the arbitrator has rendered his judgment, the decision will be presented to the CSRA Regional Commission's Council at its next regularly scheduled meeting. The Council will then consider the judgment and determine any further actions, if necessary.

Applicant Info

Company Name

Authorized Representative

Title

Email

Phone

Address

Contact Person

Contact Person Title

Contact Person Email

Contact Phone Number

Services

What services are you requesting to provide?

Service Area

What counties will you serve?

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Use the "Save" button below to send an editable link to this form. Failure to save could result in the need to begin the application process over.



Organization Details

Organizational Information

Is the applicant a local government?

No

Is your agency properly registered to do business in the State of Georgia?

Yes

Georgia Corporation License

Describe your company's ownership and corporate structure.

Please provide a link to your agency's website (if applicable)

Is there any present or pending litigation in connection with aging-related contracts for services involving the agency or any principal officers?

No

Previous History

Have you or your organization been contracted by the CSRA Regional Commission for workforce development services before? (if yes, explain)

Does your agency have any experience managing government contracts?

Yes

Describe your organization's experience managing government contracts.

Have you or your organization defaulted on a contract or failed to complete any work awarded, or been involved in work related to litigation (if yes, explain).

Experience with Similar Programs

Funding Sources

Qualifications and Capabilities

Organizational Capacity

History of Performance

Do you intend to collaborate with any outside agency or organization in the implementation of this grant? If so, please describe.

What outreach, in addition to an agency website or social media, will you conduct to ensure that those most in need of this service are made aware of it?

Staff Training

Operating Hours

Emergency Operations

Organizational Chart

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Scope of Work

The following questions are directly related specific services you indicate that you plan to provide.

SCOPE OF WORK

The Workforce Innovation and Opportunity Act was signed into law on July 22, 2014. WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market and matches employers with the skilled workers they need to compete in the global economy.

WIOA formula funds allocated to local Workforce Boards for Adult, Dislocated Worker and Youth programs are used to provide services through the Workforce delivery system. Local agencies may use grant funds to provide services to individuals who are 14 years of age or older and meet the local, state, and federal WIOA Adult, Dislocated Worker and Youth eligibility definitions.

The purposes of WIOA described in the statute include:

- Increasing access to and opportunities for the employment, education, training, and support services that individuals need, particularly those with barriers to employment.
- Supporting the alignment of workforce investment, education, and economic development systems, in support of a comprehensive, accessible, and high-quality workforce development system.
- Improving the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promoting improvement in the structure and delivery of services.
- Increasing the prosperity of workers and employers.
- Providing workforce development activities that increase employment, retention, and earnings of participants and that increase postsecondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skill requirements of employers, and enhance productivity, and the competitiveness of our nation.

PROGRAMS

Workforce services for eligible adults are available through one of the six core programs authorized by Workforce Innovation and Opportunity Act (WIOA). The Adult program serves individuals and helps employers meet their workforce needs. It enables workers to obtain good jobs by providing them with job search assistance and training opportunities.

WIOA establishes a priority requirement with respect to funds allocated to a local area for adult employment and training activities. When using WIOA Adult funds to provide individualized career services and training services, must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Under WIOA, priority must be implemented regardless of the amount of funds available to provide services in the local area. In addition, veterans receive priority of service in all DOL-funded employment programs.

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in re-entering the workforce. Services for dislocated workers are integrated and provided through a national network of American Job Centers (AJCs). The AJCs provide

significant resources to states to implement workforce education, training, and employment programs and help displaced workers.

Successful bidders will demonstrate the ability to provide services that meet the core objectives of the WIOA program as noted below.

Note: specific information related to each service is included below in the application and will appear based on your selection of proposed services.

WIOA Service Questions

WIOA KEY PROGRAM TYPES

WIOA youth service programs can focus on a variety of approaches. Examples include:

- Work-Based Learning Experiences:
- These are crucial for providing real-world experience. They include:
- Internships: Offering structured work experiences related to career interests.
- Job shadowing: Allowing youth to observe professionals in specific fields.
- On-the-job training: Providing hands-on skills development in an actual work setting.

Pre-apprenticeships: Programs that prepare individuals to enter registered apprenticeships. \

Educational Support Programs:

- These programs focus on academic achievement and attainment:
- Tutoring and study skills training: Helping youth improve their academic performance.
- Alternative secondary school services: Providing options for those who struggle in traditional school settings.

GED and high school diploma assistance: Supporting youth in obtaining essential educational credentials.

Career Development Programs:

- These programs guide youth in exploring career options and developing career readiness skills:
- Career counseling: Offering personalized guidance on career paths and job search strategies.
- Occupational skills training: Providing training in specific job skills that are in demand.
- Job readiness training: Focusing on skills like resume writing, interviewing, and workplace etiquette.

Supportive Services:

- These services address barriers that may hinder youth participation:
- Financial literacy education: Teaching youth how to manage their finances.
- Leadership development: Building confidence and leadership skills.
- Support services like transportation and childcare: Removing obstacles to program participation.

When implemented effectively, WIOA youth service programs help young people gain the education, skills, and experience they need to succeed in the workforce.

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Youth Program Elements

PRIMARY PROGRAM ELEMENTS

The successful bidder will operate training program(s) for Out-of-School Youth Programs to be delivered in any or all of the counties in Area 12's service area. Successful bidders will be responsible for all aspects of the programming including:

- trainee recruitment;
- intake and eligibility determination;
- case management and advisement;
- delivery of occupational skills training and/or brokering such training from entities approved to operate such training;
- job placement; and
- follow-up for a 12-month period following program exit.

Preference may be given to bidders that serve multiple counties or provide multiple program elements.

Proposed services must support skills development, the attainment of industry-recognized/industry relevant credentials and degrees and are to prioritize career pathways in high demand sectors.

Bidders must demonstrate their ability to recruit and identify low-skilled job seekers and at-risk vulnerable populations and be capable of providing them with services necessary for entry into career pathways in high demand or high growth industry sectors/clusters in the region.

These training programs must be designed to meet participant needs by either directly providing the needed service and/or purchasing occupational skills training from eligible providers. All training providers must be on the State's eligible provider list (ETPL) or must apply to become an eligible provider through Region 12's Local Workforce Development Board.

A variety of services are available to youth in the WIOA program. The program differentiates youth into two categories, in-school youth and out-of-school youth. WIOA includes a major focus on providing youth with work experience opportunities.

WIOA focuses on five program elements:

- Financial literacy,
- entrepreneurial skills training,
- services that provide labor market and employment information about in-demand industry sectors or occupations available in the local areas,
- activities that help youth prepare for and transition to postsecondary education and training; and
- education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.

Youth services should:

- Build strong partnerships with education (K-12, post-secondary, technical colleges) and with other workforce organizations; and

- Strengthen worker readiness through education and attainment of work maturity and job skills.

The major components of the WIOA youth program offer guiding principles to ensure the needs of young people are met. Since the target population of WIOA Youth includes both in-school and out-of-school individuals, services provided will need to reflect the priorities of each of these unique populations.

In School and Out of School Priorities

PRIORITIES FOR YOUTH PROGRAMS

In-school priorities will include:

- comprehensive and integrated services that promote enhanced academic achievement;
- successful graduation;
- awareness of post-secondary and technical education;
- work readiness; and
- connections to the world of work.

The focus will be on dropout prevention; preparation for post-secondary college or technical schools; and assistance with work related goals. These priority services should be delivered in a partnership with the school system in which the youth is enrolled.

- Out-of-school priorities for younger youth (ages 14 – 18) include:
- returning the youth to school for secondary education completion;
- awareness of post-secondary and technical education;
- workreadiness; and
- connections to the world of work. For those who are 19 -21 years old,

Primary emphasis will be on completing their secondary-education and on building connections to advanced training and/or post-secondary education tied to the completion of a WIOA approved credential. For older out-of-school youth, a plan for financial self-sufficiency should be the backbone of the service strategy.

Minimum Basic Services

The Youth Services program begins at the initial registration and continues through the post-exit follow-up. Bidders must provide, at a minimum, the following basic services:

- Outreach and Recruitment: Includes, but is not limited to, identifying potentially eligible youth, working with parents or guardians to secure necessary documentation, and communicating with schools and community organizations to facilitate outreach and recruitment.
- Orientation: Included in the orientation, youth must receive information on all available services through the bidder, as well as information on other youth service providers and WorkSource services. This process would also include an introduction to the responsibilities of the youth and the System's expectations with regards to drug and alcohol abuse, governing policies, behavior and attendance.
- Eligibility Determination and Registration: This includes the maintenance of adequate documentation to ensure the credibility of the eligibility determination, which shall at a minimum consist of documents used to determine and verify eligibility. Registration is the process of collecting information to support a determination of eligibility. Equal opportunity data must be collected during the registration process.
- Objective Assessment: For each youth participant, an objective assessment must be provided it meets the requirements of WIOA section 129(c)(1)(A) and that incorporates a review of the youth's skill levels including basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs.
- Individual Service Strategy (ISS), or its equivalent: For each youth participant, an individual service strategy must be developed that meets the requirements of WIOA section 129(c)(1)(B) and includes the identification of an age-appropriate career goal, taking into consideration the youth's assessment results and preparation for post-secondary educational opportunities. The ISS information is to provide linkages between academic and occupational learning, provide preparation for employment, and provide effective connections to intermediary organizations that provide strong links to the job market and employers.
- Case Management: Through individual connection with participants, Case Managers will serve as the youths' advocate within the education, training, and employment arenas.
- System Building: Working together as a system, case managers will be goal oriented and customer driven by motivating participants and coordinating services. WIOA Case manager will bring community resources together to leverage funds and develop opportunities for youth.
- Health and Safety: All participants will be provided with information and instruction, as a curriculum or part of a curriculum focusing on health and safety. In addition, orientations will be provided to all work-related site supervisors regarding worker health and safety issues.
- Referral Services: In addition to the information shared at the orientation level, participants should receive referral information regarding the full array of applicable and appropriate services. To best meet the needs of youth, organizations are strongly encouraged to network and partner with other youth serving agencies.
- Supportive Services: Intended to enable an individual to participate in program activities and to secure and retain employment, examples include assistance with local transportation costs; childcare and dependent care costs; housing and food; and relocation and out-of-area job search expenses.
- Retention Services (Follow-Up Services): Post-exit services that may include continued case management; employment retention services; supportive services; counseling; and training, are allowable under WIOA. These services are intended to assist customers in maintaining and succeeding in their jobs, as well as progressing in wage levels to achieve self-sufficiency.
- Performance: performance benchmarks set forth by the state and federal government. Both state

and common measure performance measures must be met or exceeded by the service provider.

Eligibility

WIOA YOUTH ELIGIBILITY

To be eligible for enrollment, applicants must meet state and federal eligibility requirements including:

- 14 – 21 years of age,
- Low income,
- A US citizen or eligible non-citizen,
- Registered for Selective Service (males age 18 and older), and A resident of the 9-County Region 11 Area.

And at least one of the following:

- Deficient in basic literacy skills,
- A school dropout,
- Homeless, a runaway, or a foster child,
- Pregnant or parenting,
- An offender, or
- In need of additional assistance to complete education or to secure and retain employment.

Not less than 95% of all enrollees must be economically disadvantaged. For those non-economically disadvantaged enrollees, priority must be given to the following:

- Dropouts
- Those who are basic skills deficient Those who are below grade level Pregnant or parenting youth Individuals with disabilities Homeless or runaway youth Offenders
- Those with other barriers defined by the Board.

ELIGIBLE SERVICES

Participant services and training are to be delivered by eligible providers consistent with WIOA Section 129. To ensure compliance with WIOA and the delivery of superior service, Responders will make the following available to youth participants:

- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
- Adult mentoring for the period of participation, plus a subsequent period, for a total of not less than 12 months.
- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies.
- Alternative secondary school services, as appropriate.
- Summer employment opportunities that are directly linked to academic and occupational learning.
- Paid and unpaid work experience, including internships and job shadowing, as appropriate.
- Occupational skill training, as appropriate.
- Leadership development opportunities, which may include community service and peer- centered activities encouraging responsibility and other positive service behaviors during non- school hours, as appropriate.

- Supportive services as defined in the Workforce Innovation and Opportunity Act and approved by the local workforce development board; and
- Follow-up services for not less than 12 months after the completion of participation, including updated personal data information for the customer satisfaction survey.

Youth programs should ensure that participants gain educational and work-related skills to enter college or become successfully employed.

Service Implementation

What specific services do you propose to offer?

Describe your plan for assessing the needs of the individual and developing a plan to prepare the participant for the workforce.

What has been your experience in providing this service?

How do you work with local industries to ensure your program will meet current and future needs?

What specific credentials will participants receive after successfully completing your program?

Marketing

Does your agency engage in marketing for your services?

Yes

Marketing Plans

Outreach

Special Populations

Marketing Materials

Financial Capacity

Applicant's Fiscal Year

Begin

End

Agency Audit

Does your agency have an annual audit?

Yes

If yes, did you receive a management letter with the latest audit?

No

Most Recent Audit

Describe your financial management and reporting capabilities.

Do you have a history of receiving and managing grants or other funding? Please discuss.

Other Funding Source

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Financial Documents

Financial documentation that assists with evaluation of the applicant's current financial status is required.

Preferred documentation includes, in order of preference,

1. the most recent Annual Comprehensive Financial Report (ACFR);
2. financial statements (FS) that have been reviewed and/or audited by an independent public accountant (IPA) with accompanying notes;
3. financial statements compiled by an independent public accountant;
4. federal tax returns; or
5. last internally prepared financial statements signed by the owner or an individual familiar with finances of the entity if financial audit is not required.

Financial Documents

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Subcontracting

Do you plan to use subcontractors for this project? (if yes, explain)

No

Budget

Use the link here to download the budget worksheet. Once you have completed the budget, upload the file in the box below.

Budget Worksheet Upload

Grant Funds Requested

Number Of Participants To Be Served

Cost Per Individual Served

BUDGET NARRATIVE

Answer the following questions related to your proposed budget.

EMPLOYEE COSTS

Wages

Identify the name, title, and FTE of each employee that will be charged to this program. For any employee with an FTE of <1, please provide a list other programs charged.

Example:

John Smith, Program Director (\$50,000)

Youth Program	.50
TANF Program	.25
General Agency Programs	.25

Amount budgeted for this contract = \$25,000i

EMPLOYEE COST TABLE

Title	FTE	Salary	Amount to WIOA
	0		\$0.00

PAYROLL-RELATED EXPENSES

Identify each payroll-related expense included in the budget and the formula used.

Example:

Social Security – Total Wage Budget = \$100,000 x 7.65% = \$7,650

Any payroll-related expenses over and above Social Security, Worker’s Compensation, and Unemployment Insurance must have a company policy attached. [mat text, links, and images here.](#)

Identify your payroll related expenses (i.e. state and federal taxes, employee benefits (health, dental, vision insurance, etc...))

EMPLOYEE TRAVEL

Employee travel must be supported through mileage logs or supervisor-approved mileage reimbursement forms. The CSRA RC will not reimburse for gas purchases. To be reimbursed for employee travel, you must submit a copy of a travel reimbursement policy identifying the mileage reimbursement rate.

Describe any employee travel to be charged to the WIOA grant that may be undertaken during the grant period.

OPERATIONAL COSTS

Consumable supplies include supplies and materials that relate to the program that cannot be used for future programs. Please identify the supplies and materials that you plan on buying in detail (i.e. do not just include a “per participant” cost).

Describe any consumable supplies and expenses that will be charged to the grant.

OCCUPANCY COSTS

Provide evidence of total square feet vs. square feet used by the WIOA-funded program.

Discuss occupancy costs.

Insurance Costs

You may only include insurance costs if they are specifically provided for this program. If you are including direct insurance costs, please provide support as to the premium amount that relates specifically to this program.

List insurance costs related to the WIOA program.

Other/Misc

Please list and give a detailed description of all other costs that need to be reimbursed by this program. If you plan to utilize stipend payments, discuss those in this section. Please keep in mind the federal allowable cost principles.

Identify other or miscellaneous costs and discuss how they relate to the program.

Small Equipment Purchases

Please provide in detail any planned purchases of equipment less than \$500.00. Equipment is any item that will be used for the program but has the potential of continued use beyond the duration of this contract.

List proposed small equipment purchases and discuss how they relate to the program.

Equipment

Please provide details of planned purchases of equipment over \$500.00. Equipment is any item that will be used for the program but has the potential of continued use beyond the duration of this contract.

Identify any equipment and discuss how it relates to the WIOA program.

Supporting Documents

Upload any other supporting documents you think will assist us in evaluating your response.

Supporting Documents might include

- Agency governing documents (bylaws, charter)
- Mission Statement
- Resumes of key personnel
- Relevant certifications for key personnel

Supporting Documents Upload

SAVE YOUR WORK

Use the "Save" button below to send an editable link to this form. Failure to save could result in the need to begin the application process over.



Certifications

Please use the link below to complete and sign the required certifications. Once you have signed the certifications, use the box below to upload them.

IF SOMEONE OTHER THAN YOURSELF IS THE AUTHORIZED SIGNER, PLEASE PUT THEIR INFORMATION INTO THE REQUEST FIELD SO THAT THE ASSURANCES CAN BE DIRECTED TO THE APPROPRIATE INDIVIDUAL.

[Use this link to open DocuSign to obtain the forms listed below.](#)

You will be asked for the name of the individual authorized to sign the application and their email address. Once you have signed the documents and received a copy by email, upload the signed documents using the upload link below.

Upload DocuSign Certifications

Submittal

Save Your Work

The CSRA Regional Commission recommends that you use the "Save" button below to save your RFP prior to submittal. When you save, you can send a link to your proposal via email.

Review Before Submitting

I have reviewed the answers included in this application and uploaded the appropriate documents.
No

I hereby declare that the information provided above is true and accurate to the best of my knowledge. I understand that any false information may result in the termination of any agreement generated as a result of this RFP.
No

I affirm that any funds received from this proposal will be used for the identified purpose.
No

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