

Notice of Availability of Funds and Funding Opportunity Announcement for:
2020 Work-Based Learning Demonstration Grant

Event	Dates
Closing Time for submission of Proposals	Friday, February 21, 2020 4:30 pm CST
Method to Submit Proposal	Proposals must be submitted in electric copy, indicating the project title: (LWDA) 2020 WBL TDOE Partnership The Proposal (in PDF format) is to be submitted online: https://bit.ly/37AyZLe
Contact	Questions and comments can be submitted: https://bit.ly/37AyZLe
Informational Call for Interested Applicants	February 7, 2020 10:30 am – 11:30 am CST (615) 532-2483
Expected Execution Date of Contract	March 2, 2020
Date Services are to be Completed	Services are required to be completed on or before June 30, 2020 .

2020 Work-Based Learning Demonstration (K-12 Partnership)

To: Local Development Boards, Chief Elected Officials and Local Education Agencies:

I. Program Purpose:

With the arrival of summer, communities are looking for ways to engage youth in education and work activities. Summer youth employment programs are a popular strategy in many communities to ensure that youth gain valuable workforce experience and have a safe, productive way to spend their summer months. It is also a way to expand opportunities to teens and young adults who otherwise might struggle to find jobs during the summer months.

The Tennessee Department of Labor and Workforce Development (TNLWD), Workforce Services Division in partnership with TN Department of Education (TDOE) would like to support the local efforts that focuses on learn and earn opportunities, life skills, and work skills for youth, that aims to increase youth employment and educational attainment. The advantage of youth work-based learning (WBL) programs is that it offers a paycheck, employment experiences, and other organized activities. Local Boards in partnership with Local Education Agencies have the opportunity to use funds for the creation and expansion of subsidized employment for the 2020 Youth Program Initiative and additional follow-up activities, and are invited to request funding.

II. Eligible Applicants:

Eligible applicants are Local Workforce Development Boards (LWDB) ready to offer Youth WBL Program should begin to identify employers with the potential to hire youth. LWDBs are required to partner with the following schools with TDOE approved Work-Based Learning courses of study.

III. Eligible Participants:

Eligible WIOA participants that are in-school youth (ISY), ages 14-21, with limited or no work experience. The intent of this funding announcement is to support projects that provide increased service delivery to eligible participants through partnership collaboration; and to provide assistance to help them obtain summer jobs, year-around employment; and other work experience opportunities, that facilitate their entry into career pathways within the grant period of performance. Program participants may include current in-school youth who have completed their work experience program and are willing to continue being involved in the summer, and also wish to engage in paid work experience and classroom training activities.

IV. Project Design:

As defined in TEGL 21-16, a work experience to include:

- Paid internships and job shadowing;
- On-the-Job Training as defined in WIOA Section 3(44) and 20 CFR 680.700; and
- Pre-apprenticeship programs.

In addition to [work experience](#) and the required educational component, youth may be offered

- Financial Literacy learning;

- Entrepreneurial skills training;
- Services that provide labor market and employment information in the local area;
- Activities that help youth transition to postsecondary education and training; including workforce preparation activities and training for a specific occupation or occupational cluster;
- Supportive services;
- Leadership development opportunities and/or;
- Adult Mentoring, as described in TEGl 21-16.

A. Requirement:

- Youth must be provided an assessment which includes work readiness and documented Individual Service Strategies which connects the service needs of each youth to the service(s) provided
- The program must provide a minimum of eight weeks part-time employment for participants (20 hours per week). If an LWDB chooses to increase the eight (8) week time frame or hours worked per week the service strategy must be outlined in the proposal submission
- Payment for the youth WBL experience will be made by the fiscal agent of the board. Wages should be a competitive and reasonable to the labor market trends for the specific industry and/or occupation.
- Ten percent (10%) of the youth grant activities must include a component to support classroom training. This activity may occur concurrently or sequentially with the work experience. It may also occur outside or inside the worksite. TDOE and TDLWD recommend leveraging the current [WBL framework](#) and standards established by TDOE for this program element
- Administrative cost will have a maximum 5% allowable expense. A 10% maximum of staff charges allotted in programmatic expenses. TDLWD recommends local board staff hiring board staff for this grant opportunity to accurately provide the required follow-up activities.

V. Performance Period:

There will be two funding phases for this announcement. Phase I funding must be expended by June 30, 2020. Phase II which includes follow-up services must be expended by June 30, 2021. There is a monthly reporting requirement to the State Workforce Agency and an evaluation concluding the performance period.

VI. Other Information:

A. Instruction:

1. Provide a budget that shows the number of youth to be supported and the amount of funds needed to support this effort, including the estimated expenditures at the end of June 30, 2020 the number of youth in each classroom activity; and
2. A short project narrative on how this program will be implemented including the methods to be used to engage employers; secondary, post-secondary partners and other entities to support the classroom component.
 - The narrative must include a clear alignment and partnership with a local education agency that demonstrates a connection to industry and employers.

- The narrative must outline the service delivery, student identified barriers, and how this grant will expand necessary community resources and partnerships to illustrate defined career pathways for the region.
 - The narrative must describe how districts and local workforce staff will effectively co-case manage Youth, and provide wrap around services and needs in a timely manner.
- B. Allowable costs under the K-12 WBL Youth Demonstration include but limited to:
- Wages/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;
 - Employability skills/job readiness training to prepare youth for a work experience
 - Supportive Services; and
 - Incentives
- C. Submission Date and Times:
- LWDBs interested in conducting this program must submit their proposals electronically by February 21, 2020 no later than 4:30 p.m. Central Standard Time. Grant Awardees (Local Workforce Boards and Schools) will be notified by Monday, March 2, 2019 through email and agency other media outlets.

Planned Participants/Planned Budget Goals

Phase I	Start Date	End Date
Planned Start /End Dates		06/30/2020

Projected Youth Participants

	Projected	Actual
#of In-School Youth		
Total Participants		

Projected Expenditures

	Projected	Actual
Staffing Cost		
Cost of wages Wage amount_____		
Supportive Services		
Incentive payments		
Follow-up Services		
Classroom Activities		
Financial literacy learning		
Entrepreneurial skills training		
Services providing transitional post-secondary education		
Workforce preparation activities		
Supportive services		
Leadership development		
Adult Mentoring		
Total Expenditures		

WBL FAQ

1. What funding source will be used to award the Youth Work-Based Program?

TDLWD will award Statewide funding.

2. If it is Statewide money, are the only eligibility requirements Age (14-21) and limited/no work experience? Income is not an eligibility factor?

To support local initiatives and prevent the creation of barriers, TDLWD has modified the age requirements to focus on our in-school youth populations, ages 14-21 that has been defined by State and Federal policy. The use of Statewide funds **does not** exclude WIOA eligibility requirements. ISY will still need to meet the definition of *low-income* defined in local, state, and federal guidance.

3. Please explain what payments for the WBL experience should be made by the fiscal agent? Can the Career Service Provider (CSP) pay the students directly?

Payments for the WBL Youth Program can follow the current work-experience payment mechanism. TDLWD advises the case management requirement be conducted by local board staff due to the required 12 month follow-up and to accurately record outcomes, and credentials.

4. Can we use public work sites (city, county governments, non-profits) as well as traditional private employers?

Yes, the TEGS 21-16 states public sectors are valid employers and can be used as a worksite. "A work experience may take place in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists."

5. Can you elaborate on expected outcomes, completion of work experience program, full time employment, etc.?

- a. ISY WBL activities are intended to help students develop a broad understanding and awareness of industries and possible careers that are available to them. Employability skills are needed skills and are difficult to solely teach through classroom-based instruction. WBL opportunities provide an opening for youth to build social capital through the exposure to new environments while building healthy relationships.
- b. WBL Initiative has the expected outcomes that participants will complete at least eight (8) week work- experience, have the option to complete an additional educational component (financial literacy, career readiness,

leadership development and/or workforce preparation and training for a specific occupation), earn wages, and be provided other supportive services will necessary. TDLWD is aware that permanent placement could be difficult for our in-school youth population.

6. Will everyone enrolled have to continue and ultimately be employed? Under the “old” summer youth program, in-school youth could be exited immediately following participation with no additional services.

The Youth WBL grant awarded to local areas will be reported to PIRL and included in local & state performance.

7. Will funding go through our youth contractor or can the board do it, or career services administer this program, even if they are not our youth provider?

TDLWD advised the locals to administer the WBL grant. TDLWD advises the case management requirement be conducted by local board staff due to the required 12 month follow-up and to accurately record outcomes, and credentials.

8. Will Statewide funds count towards our Minimum Participant Cost Rate (MPCR)?

Yes, allowable activities covered in the MPCR Policy of statewide funds will count towards the local area’s MPCR.

9. The proposal states ten percent (10%) of the youth grant activities must include a component to support classroom training. How does the LWDB support classroom training?

The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament.