



## West Central Job Partnership

217 West State Street  
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Sharon, PA 16146

*"Developing Your Workforce"*

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September 13, 2017

To all school districts in Lawrence and Mercer Counties:

West Central Job Partnership's Workforce Development Board is soliciting applications for funding, up to \$40,000 for projects from school districts in Lawrence and Mercer counties who are offering programs/activities relating to the PA Chapter 339 career plans for students. Programs/activities should offer work readiness, career exploration, career education, and/or Work Based Learning opportunities for youth between the ages of 14 and 18.

The majority of youth being served must be eligible for the TANF Youth program. Eligibility requirements include those families receiving TANF cash, SNAP assistance, or have a family income at or below 235% of poverty (see attachment for income grid). The funding source is the Temporary Assistance for Needy Families (TANF) Youth Development funds made available to our communities through West Central Job Partnership.

Please take the time to review the attached TANF Mini-Grant Request for Proposals, TANF Eligibility Grid, and TANF Mini-Grant Application Form. We are very excited to be a part of your career readiness program! The maximum project award amount is \$40,000. Applications should be submitted by email to Rebecca Moder at [rmoder@wcjp.org](mailto:rmoder@wcjp.org), the subject line should say "TANF Youth Development Program Mini-Grant Proposal." Applications must be submitted by 4:00pm EST on Monday, October 16, 2017.

If you have any questions prior to submitting the mini grant application, feel free to contact Tammy Barbati, PA CareerLink<sup>SM</sup> Programs Coordinator, at [tbarbati@wcjp.org](mailto:tbarbati@wcjp.org) or (724) 656-3165 ext. 209.

Sincerely,

Bruce Denniston  
Chairman  
West Central Workforce Development Board

Enclosures



# Temporary Assistance for Needy Families (TANF) Youth Development Program Request for Mini- Grant Proposals for Career Education and Work Based Learning

This Request for Proposals is being issued by West Central Job Partnership (WCJP).

**Eligible Applicants may include:** School Districts, Intermediate Units, Career & Technical Centers, School-to-Work Programs, Community Agencies/Organizations, or other non-profit organizations which are in Lawrence and Mercer counties who focus on Career Education and Work Based Learning opportunities for youth.

**Amount of mini-grant:** Up to \$200,000 is available for these mini-grants. It is expected that a number of projects will be awarded. The dollar amount and number of awards will be determined based on the proposals received. Award proposals will be considered up to a maximum of \$40,000 based on the number of youth served and quality of services proposed. Proposals with budgets under \$500 will not be considered).

**Project Timeframe:** Proposed projects must occur between September 1, 2017 and June 30, 2018.

**Deadline for accepting applications:** Monday, October 16, 2017 by 4:00pm EST. Bidders will be notified of application status by Friday, November 3, 2017.

**Youth eligibility requirements:** The majority of Youth being served by the project must be either receiving TANF cash, SNAP assistance, or the family income must be at or below 235% of the poverty guidelines (see attached poverty grid). Youth must be between the ages of 14 and 18 years of age at the time of application.

**Send Application via e-mail to:** Rebecca Moder at [rmoder@wcjp.org](mailto:rmoder@wcjp.org) please reference "TANF Youth Development Program Mini-Grant Proposal" in the subject line. Applications will be reviewed by a sub group made up of West Central Job Partnership's three Divisions.

**Purpose of mini-grants:** Successful mini-grant applications will work toward the goals of the Temporary Assistance for Needy Families (TANF) Youth Development Program highlighted below. Projects should assist in developing sustainable career education programs, soft skills for the workplace through Work Based Learning opportunities, and/or introduce or enhance current activities that are required to comply with the PA Chapter 339 career plans for students.

- ✓ Provide support toward educational attainment that includes career guidance and exploration
- ✓ Significantly Increase Internships and other Work-based Learning Opportunities for youth
- ✓ Build Strategies for engaging Youth who are in danger of dropping out of school or considered at risk
- ✓ Imbedding elements that promote career pathway decision making
- ✓ Information that provides Labor Market Information about in-demand industry sectors and occupations
- ✓ Strengthening relationships and collaboration with Employers, Education, and Workforce

In addition, priority will be given to projects that:

1. Involve workforce development networking between employers, educators, and workforce agencies which includes the PA CareerLink<sup>SM</sup> /Job Gateway<sup>SM</sup> system
2. Create and expand Employer support for career awareness activities through Work Based Learning opportunities
3. Promote and provide the conduit for information and resources for career awareness to students, parents, and communities
4. Strengthen the delivery of PA Chapter 339 career plans for students
5. Convene employers to promote support for career preparation and high school reform
6. Have an approach which will provide equity to all areas of the workforce investment area and be accessible for all schools and youth

**Letters of Support:** Letter(s) of support and commitment from any schools or agencies that will be involved in the project must accompany the application.

**Reporting Requirements:** Awarded projects will be required to submit a monthly one-page update that incorporates the outcomes of the project as described in the original TANF mini grant application.

**Payment Process:** Awarded projects will submit monthly invoices to West Central Job Partnership's Fiscal Division located at 217 West State Street, Third Floor, Sharon, PA 16146. Payments will not be made in advance of expenses being incurred.

**Technical Assistance:** All questions must be submitted in writing. E-mail your questions to Tammy Barbati, CareerLink Programs Coordinator, at [tbarbati@wcjp.org](mailto:tbarbati@wcjp.org). Questions will be answered within three business days by e-mail.

**Right to Reject:** WCJP reserves the right to reject all proposals received in response to this RFP.

**Conditions of Proposal:** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the bidder and will not be reimbursed by WCJP.

**Equal Opportunity:** West Central Job Partnership is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Officer: Cynthia Myers (724) 347-7855.

## Temporary Assistance for Needy Families (TANF) Eligibility

- US Citizens or Legal to work
- Not younger than 5 or older than age 18 at time of enrollment
- Registered for Selective Service, if a male born on or after January 1, 1960
- The applicant's six month annualized family income is at or below 235% of the Poverty Income Guidelines

Poverty Income Guidelines Effective 01/26/2017		
Size of Family Unit	100%	235% (TANF Youth)
1	\$12,060.00	\$28,341.00
2	\$16,240.00	\$38,164.00
3	\$20,420.00	\$47,987.00
4	\$24,600.00	\$57,810.00
5	\$28,780.00	\$67,633.00
6	\$32,960.00	\$77,456.00
7	\$37,140.00	\$87,279.00
8	\$41,320.00	\$97,102.00
<b>9 or more for each additional member add</b>	\$4,180.00	\$9,823.00

## Temporary Assistance for Needy Families (TANF) Youth Development Program Mini-Grant Application

Please complete all fields, expanding cells as needed:

<b>NAME OF ORGANIZATION:</b>			
<b>CONTACT PERSON/TITLE:</b>			
<b>ADDRESS:</b>			
<b>PHONE:</b>		<b>E-MAIL:</b>	
<b>PROJECT TITLE:</b>			

<b>1. STATEMENT OF NEED / PURPOSE (<u>CLEARLY IDENTIFY NEED</u>):</b>

<b>2. DETAILED DESCRIPTION OF PROPOSED ACTIVITIES:</b>

<b>3. ANTICIPATED OUTCOMES AND DELIVERABLES:</b>	
<b>a. TANF YOUTH DEVELOPMENT PROGRAM OUTCOMES: PLEASE PROVIDE YOUR <u>PROJECTED NUMBERS</u> FOR EACH OF THE FOLLOWING:</b>	
➤ Total Number of youth engaged in the work readiness, career awareness, and/or career pathway development activity(s)	
➤ Target Age Group	
➤ List employers who will be involved in the project (if applicable)	
➤ List criteria being met for PA Chapter 339 career plans for students	
➤ Number and types of work-based learning opportunities (i.e. job shadowing experiences, company tours, mentoring opportunities, paid work experience)	
➤ Number of internships list both paid and unpaid (if applicable)	
➤ Number and types of outreach activities with parents (if applicable)	
➤ Number and types of outreach activities with community (if applicable)	

**3. ANTICIPATED OUTCOMES AND DELIVERABLES:**

**b. OTHER STUDENT OUTCOMES: IF YOUR PROJECT WILL PRODUCE OTHER OUTCOMES, PLEASE LIST THEM HERE.**

**4. STANDARDS ADDRESSED: IN MORE DETAIL ADDRESS PA CHAPTER 339 CAREER PLANS FOR STUDENT'S ACTIVITIES.**

**5. ALIGNMENT: HOW DOES THIS ACTIVITY/PROJECT ALIGN WITH THE TANF GOALS LISTED ON PAGE 1 OF THE TANF MINI-GRANT REQUEST FOR PROPOSALS?**

**6. TYPES OF ENGAGEMENT/OUTREACH ACTIVITIES WITH PARENTS AND COMMUNITY**

**7. OTHER IMPACTS SUCH AS CHANGES IN CURRICULUM/TEACHING METHODS RESULTING FROM EXPERIENCES:**

**8. LONG TERM SUSTAINABILITY FOR CONTINUING THE PROJECT AFTER INITIAL FUNDING:**

**9. LIST PARTNERING ORGANIZATIONS (INCLUDING INDUSTRY PARTNERSHIPS) AND THEIR RESPONSIBILITIES TO THE PROJECT:**

**10. TIMELINE FOR IMPLEMENTATION:**

**11. HOW AND WITH WHOM WILL PROJECT OUTCOMES BE SHARED?**

**12. DETAILED PROJECT BUDGET:**

## Monthly Update of Project Progression

*Upon award of project, please use this form to provide a monthly update on your progress and outcomes. Forms should be submitted by email to Rebecca Moder, Operations & Special Projects Division Coordinator at [rmoder@wcjp.org](mailto:rmoder@wcjp.org).*

Date: \_\_\_\_\_

**Describe the status of your project:**