



DUTCHESS  
COUNTY NY  
WIOA YOUTH  
PROGRAM  
RFP 2026

**April 14, 2026**

**This RFP REQUESTS a Letter of Intent by April 30, 2026**



# **PY26 REQUEST FOR PROPOSALS WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I YOUTH PROGRAM SERVICES**

## **WIOA Youth RFP For Dutchess County, NY**

### **Issue Date**

April 14, 2026

### **Deadline for Submission**

May 12, 2026 at 4:00 PM ET

### **Award Notification Date**

On or about June 8, 2026

### **Letter of Intent Mandatory**

May 4, 2026 @ 4:00 PM ET

### **Contract Year**

July 1, 2026 – June 30, 2027 with four (additional) possible extensions.

### **Please read this RFP carefully.**

The Dutchess County Workforce Development Board (DCWDB) is a policy-making board comprised of 23 representatives from local businesses, labor organizations, educational institutions, public government, community agencies, and other entities interested in workforce development issues.

The Dutchess County Workforce Investment Board (DCWIB) Inc., administers the federal funds for the board and develops and implements their policies regarding the allocation and spending of the area's funding for services to adults, dislocated workers, and youth.

The mission of the DCWIB is to foster a skilled and competitive workforce by promoting an understanding of workforce trends and issues in a dynamic economy and to facilitate lifelong learning for individuals and businesses.

### **Purpose of this Request for Proposals**

The DCWIB is soliciting proposals for the provision of employment and training services to eligible youth applicants in Dutchess County in our location at 191 Main Street, Poughkeepsie NY 12601. This is an in-person program. Currently we are serving 86 youth (79 OSY and 7 ISY). **THIS RFP IS BEING RE-ISSUED SO PLEASE READ CAREFULLY.**

Services will be funded by the federal Workforce Investment and Opportunity Act (WIOA) signed into law by President Obama on July 22, 2014. The entire text of the Workforce Investment and Opportunity Act can be accessed at <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>. The service delivery area will be Dutchess County, NY. Funding is dependent upon the availability of WIOA funds. Proposals can be submitted for the entire or partial scope of services, or through a collaborative effort. However, agencies submitting a proposal for the entire scope of services must demonstrate a history of effective community collaboration, linkages and partnerships. Any agency applying for youth funding under WIOA must be co-located with and work cooperatively with DCWORKS at 191 Main Street, Poughkeepsie, NY 12601 to support job seekers between the ages of 18 and 24. Co-location for OSY youth is required. The selected provider must assign one dedicated staff member whose primary work location is DCWORKS at 191 Main Street. This individual must be physically present on-site on a full-time basis, including at the beginning and end of each business day, and remain on-site throughout the day. This requirement must be fulfilled by the same assigned staff person and may not be met through a rotation of multiple staff. Any changes to this assigned staff person must receive prior approval from the DCWIB.

The DCWIB reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP. This RFP does not commit DCWIB to award a contract, to pay costs incurred for the preparation of proposals, to pay for any legal liability in refusing to award a contract or to procure or contract for services.

## **TIMELINE**

### **Schedule for RFP Submission, Review & Award- all times are Eastern Time**

**RFP Released:** April 14, 2026

**Proposals Due:** May 12, 2026 by 4:00 PM ET

**Bidders Conference:** April 29, 2026 at 9:30 AM Eastern Time in person at 191 Main Street, Poughkeepsie NY 12601

**Deadline for Asking Questions:** April 27, 2026 at 4:00 PM, email questions to [admin@dcwib.org](mailto:admin@dcwib.org)

**Answers to questions will be posted** by 2:00 PM on April 30, 2026

**Proposals must be delivered to** DCWIB, 3 Neptune Rd, Poughkeepsie, NY 12601 Requirement is: 3 printed copies with all attachments in order AND a flash/jump/thumb drive with; each attachment separate as well as a combined pdf document, missing documents can NOT be added later and the submitted proposal is what will be scored

**Program Presentations:** Will be set upon receipt of application.

**Contract Planning and Development:** Will be scheduled with selected vendor(s)

**Contract begins** on: July 1, 2026

*\*\*The DCWIB reserves the right to make changes to the above schedule.*

**Required: Times New Roman (font), 12 point (type size) and DOUBLE SPACED. Proposals must meet all criteria and/or requirements as outlined in this RFP to be considered.**

**Incomplete proposals will not be accepted.**

## Funding

For Program Year 2025, DCWIB awarded \$413,759 for the WIOA youth program provider. Program Year 2026 funding will be contingent on WIOA Youth funding received by Dutchess County. **The anticipated funding level is between \$400,000 and \$425,000.** The DCWIB will hold the youth training funding (ITA) as well as the direct wages paid to youth enrolled in youth work experience. The agency contracted will access these funds, for the youth, through requests for funding. All other program related expenses, including personnel are part of the contracted award amount. The focus on this program is out of school youth (OSY) **but up to 20%** of the youth enrolled may be in school youth (ISY). **NOTE- In the PY25 program year, the DCWIB will allocate (approximately) thirty five percent (35%) of the total amount of funds received by Dutchess County for training and credentials and youth work experiences. In addition, the rent at 191 Main Street will be paid by the DCWIB for the PY25 program year.**

All awards are contingent upon availability of funds. In addition, the contract extension may be contingent upon demonstrated administrative capacity and performance which may be determined by site visits and staff interviews and performance reports. **As WIOA reauthorization is pending, subsequent funding will depend on several things including but not limited to the final law and subsequent technical advisories and TEGL's. Failure to meet PROGRAM AND FISCAL REPORTING DEADLINES may cause immediate cancellation of the agreement.**

The proposal(s) most advantageous to the DCWIB, the DCWDB and the County's youth in terms of quality and cost will be **considered**/recommended for funding.

## Term

Initial funding will be for the period of July 1, 2026- June 30, 2027. This contract may be extended for up to four additional years, under the terms of this RFP. The contract budget may be amended as necessary **and depending on funding and the needs of the employers and youth.**

## Eligible Applicants

Proposals will be accepted from any private for-profit agency, private, non-profit organization, government agency, or educational institution that have experience in youth employment and training programs that can demonstrate capacity to successfully provide the services identified in this RFP.

Entities that are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency are not eligible to respond to this RFP or to receive a contract.

Respondents must disclose and rectify any and all outstanding monitoring and/or audit concerns from any of the respondent's other contracts in the prior three (3) years to receiving a contract resulting from this RFP. Additionally, respondents must disclose any legal judgments, claims

Respondents are expected to have the technical competence, knowledge and expertise in management and administration, the professional staff, and the administrative and fiscal management systems to accomplish the scope of work and the goals and objectives stated in this RFP and must meet high standards of public service and fiduciary responsibility.

Respondents are responsible for being knowledgeable of all laws, regulations, rules, and policies of the specific funding sources involved and applying them in developing the RFP response.

### **Public Records**

Proposers are advised that documents, with the exception of personnel files, in the possession of the DCWIB are considered public records and subject to disclosure under the federal and state public record laws.

### **DCWIB Website Information**

The website [www.dcwib.org](http://www.dcwib.org) will be used as the primary source of communication between the DCWIB and proposers. Interested parties can download the full RFP and forms from the website. Frequently Asked Questions (FAQ) document will be posted on the website and updated as necessary. It is the proposer's responsibility to check the website frequently for pertinent information.

### **Dutchess County Workforce Goals and Priorities**

#### **DCWORKS formerly the Dutchess One Stop Career Center**

The WIOA OSY program component will operate within DCWORKS located at 191 Main Street in Poughkeepsie NY. The ISY component may operate at a different agreed location or at DCWORKS. The DCWORKS Youth Navigator will continue to assist with the training and work experience components of the OSY program.

#### **Center Partnerships & Collaborations**

Building a strong network of partners is a mandatory program requirement. An example of a youth program network would include employers, post-secondary education, high school equivalency programs, and veterans' service organizations, organizations that serve youth with disabilities, Career Centers, probation, and local youth bureaus.

It will be the Provider's responsibility to ensure that linkages are in place to provide a coordinated case management system to refer youth to all the services whether or not they are WIOA-funded. The provider will ensure that the non-funded WIOA elements will be available within the system to youth through referrals to other agencies that provide these services without WIOA funding. It is the intent of WIOA to avoid duplication where other funding can provide the service.

If a provider does not directly provide the services listed, it must provide a written agreement between the lead agency and each partner agency upon contract execution. This written

agreement must be in the form of a Memorandum of Agreement (MOA) and specify roles and responsibilities for access/delivery of each youth program service element to be provided.  
WIOA YOUTH FUNDS SHOULD NOT USED WHEN OTHER FUNDING IS AVAILABLE.

#### Components of the Memorandums of Agreement

- A brief overview of the agency or organization.
- A description of the services the partner will deliver and how the service will lead to a performance outcome(s)
- How the costs of the services will be funded (include all revenue sources)
- Method of information and referral between partners.
- Method of data collection and sharing for entry into OSOS.

*Note: The County of Dutchess and its Workforce Development Board supports collaboration among agencies in provision of services. This does not mean that all proposals must directly provide themselves or through MOA's, all 14 elements of WIOA youth programming but they must show that there is a plan in place for referral to other programs when appropriate with MOA's between agencies stating such. It is preferred that WIOA youth funds are allocated for training and work experiences. The agency/organization awarded this contract may not subcontract out for services.*

## Program Components

The WIOA youth program is named the “Youth One Stop” and this name will not be changed. WIOA youth services are intended to equip participants with the resources necessary to achieve educational and employment success. The successful provider(s) will ensure that there is a comprehensive year-round system to serve youth within the area. This system requires establishing linkages with other organizations serving youth in the local area and to coordinate those youth services. A major strategy of this system is to design comprehensive programs based on principles such as preparation for postsecondary opportunities, linkages between academic and occupational learning, and connections to the local job market.

### Service Population

The DCWIB intends to serve WIOA eligible youth throughout the county with funds from this RFP. **Proposals that have focus on serving out-of-school youth, ages 16-24 will be given priority as will proposals that focus on serving youth with disabilities and proposals serving youth outside of the City of Poughkeepsie.** It is recognized by the DCWIB that WIOA eligible youth often have multiple barriers and needs that must be addressed in order for that youth to succeed in the workforce. A program funded under this RFP must be aware of and responsive to these particular issues, and tailor programs to fit the needs of the local youth population. **Evidence of successful connections outside the City of Poughkeepsie should be provided.**

### In School Youth and Out of School Youth

WIOA defines two distinct youth populations that may receive services: in-school youth (ISY) and out-of-school youth (OSY). **Between 80% and 85%** of funds awarded under this RFP should

be devoted to service for the out-of-school populations with 10% to 15% devoted to a vibrant ISY program.

The DCWIB is seeking programs which allocate funding to WIOA eligible Dutchess County and include the following components:

1. Recruitment of WIOA youth, demonstrate an ability to work with community partners.
2. Determine WIOA youth eligibility, collect proper documentation and enter data in the NYS OSOS data operating system.
3. Provide an objective assessment of the academic level, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, (including interest and aptitudes for nontraditional jobs), supportive service needs, and development needs of such participant for the purpose of identifying appropriate services and career pathways for participants.
4. Develop service strategies for each participant that shall identify career pathways that include education and employment goals, appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted.
5. Provide:
  - Activities leading to the attainment of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential
  - Preparation of postsecondary educational and training opportunities
  - Strong linkages between academic and occupational education
  - Preparation for unsubsidized employment opportunities, and when appropriate, effective connections to employers in in-demand industry sectors and occupations of the local and regional labor markets
6. Incorporate the 14 required WIOA Program Elements. The list of the 14 required services local programs must provide to youth per Section 129 (c) (2) of WIOA is available in Attachment A. If any of the 14 elements are provided outside the bidder's organization, bidders must have clear processes in place for determining how youth are referred to these services, how services and related youth outcomes are tracked, and how leveraged resources are identified and managed. A Memorandum of Agreement must be included from partners if they are providing this element upon contract execution.
7. Show an ability to work with other partners, contracted by the DCWIB to provide a strong work component.

## Data Requirements

### Data Entry and Reporting

The Provider will be required to create/maintain a hardcopy file and an electronic record of participants. The Dutchess County Workforce Development Area currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to use OSOS.

### **Data Entry:**

- All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by local, state and possibly federal program monitors. The Contractor must adhere to the guidelines established in all Technical Advisories regarding the method and timeliness of data entry into the OSOS system. The Contractor will be held accountable for data entry and failure to adhere to the policy may have an adverse effect on future funding.

### **Reports:**

- OSOS WIOA Local Management Reports: The Workforce Development Board and DCWIB staff will review reports on a regular basis to monitor performance. Such reports include but are not limited to WIOA Youth Active Participants, Registrations, and Exiters reports. Access to these reports will be made available to the contractor(s). Program Performance reporting will occur quarterly or monthly as needed.
- Fiscal Reporting: Billing vouchers are prepared by the contractors and sent to the DCWIB for processing. Vouchers and expenditure reports are submitted to the DCWIB monthly. **Failure to meet the reporting deadline will result in a delay in payment, possible penalty and potential cancellation of the contract.** The County also monitors contractor expenditures. Contractors will be responsible for all disallowed costs (e.g., monies spent on ineligible youth or activities.) Disallowed costs must be paid with non-WIOA funds.

### **Monitoring Procedures: Eligibility and Services**

Program and fiscal monitoring will occur regularly throughout the length of the contract by local and state staff. Programmatic and financial oversight activities will include site visits, desk reviews and analyses of program and fiscal activities, administrative activities, records and reports. These reviews ensure WIOA Youth compliance with federal, state and local rules and regulations. Contractor is expected to fully cooperate with all monitoring activities.

### **Program Staffing**

Program staff must have post-secondary education preferably in human services or a related course of study or at least five years' comparable experience working with the programmatic components listed in this RFP. The DCWIB reserves the right to interview and approve new program staff who will work any portion of their day in the YOS program. The DCWIB must be informed within 48-hours of any staff leaving and with their final date of employment.

All staff working in the program must have clearance from the NY State Child Abuse Registry, have received NYS fingerprinting clearance or NYS verifiable equivalent.

Where human resource or financial responsibilities are outsourced to a third party a company description and statement of capacity are required.

All program staff may be REQUIRED to attend the annual NYATEP Youth Academy if funding is available. In addition, program managers and front-line staff will be expected to attend other training deemed necessary by DCWIB as well as the regularly scheduled Youth Services calls coordinated by the New York State Department of Labor.

It is expected that program staffing and structure as described in the proposal and approved by the DCWIB will remain the same for the duration of the initial contract and subsequent contracts.

**The DCWIB reserves the right to deny future funding and/or reduce funding if:**

- the contractor fails to meet the monthly reporting requirements
  - Program Reporting
  - Fiscal Reporting
- the contractor fails to meet the Performance Measures
- the contractor fails to serve youth in accordance with the agreed upon proposal
- the contractor fails to implement corrective action plans
- the contractor fails to follow local, state and federal policies including but not limited to Technical Advisories, Training and Employment Guidance Letters, the OMB Omni Circular (also referred to as the super circular) or local policies
- the contractor or staff representing the contractor have an egregious breach in confidentiality

## Contract Reimbursement

This is a cost reimbursement contract, although an advance may be available provided the proposer can demonstrate the need for forward funding. Providers will be required to submit a monthly voucher to the DCWIB. This voucher will include the actual expenses by line-item category incurred by the Provider during the prior month in a format as provided by the DCWIB.

Payment will not be made for any voucher until all required reports are received, and expenses are reviewed and approved as well as the most recent audit reports as required by USDOL are submitted to the DCWIB.

Each month on or before the 15<sup>th</sup>, the contractor must submit a report of expected expenditures for the previous month, number of youth enrolled, number of youth served (active and in follow up).

### Insurance Requirements

At all times during the term of this Agreement, the Contractor and his sub-contractors, if any, shall maintain at his own cost the following insurance and shall provide proof thereof to DCWIB and the County, in the form of a Certificate of Insurance, prior to commencing work under this Agreement. Please be aware that dependent on the full scope of services, not all of the insurance types may be required.

**Worker's Compensation Employer's Liability** (statutory limits). In compliance with the Workers' Compensation Law of the State of New York, each contractor shall provide:

- a. A certificate of insurance on an Acord form indicating proof of coverage for Worker's Compensation, Employer's Liability, OR

- b. A New York State Workers Compensation Notice of Compliance (Form C-105, Form U-26.3, Form SI-12 or Form SI-105.2P).
- c. In the event that the Contractor is exempt from providing coverage, he must provide a properly executed copy of the Certificate of Attestation of Exemption from NYS Workers' Compensation Board, Form CE-200.
- d. A certificate of participation in a self-insurance program. The department responsible for the implementation of the Agreement will obtain verification from the Director of Risk Management for those municipalities participating in the Dutchess County Self-Insured Plan.

**Commercial General Liability Insurance** coverage including blanket contractual coverage for the operation of the program under this Agreement with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

**Automobile Liability Insurance** coverage for all owned, scheduled, hired, and non-owned vehicles with a combined single limit of liability of not less than \$1,000,000. This insurance shall include coverage for bodily injury and property damage. The County must be listed as additional insured.

**Professional Liability** with limits not less than \$1,000,000 per claim; \$3,000,000 in the aggregate. In the event of expiration or termination of this Agreement, each party hereto shall either maintain the abovementioned insurance coverage for a period of not less than three (3) years, or shall provide an equivalent extended reporting endorsement (commonly known as a 'tail policy').

**Cyber/Network Security and Data Privacy Liability Insurance** ("Cyber Policy") of \$2,000,000 per claim and annual aggregate with a Retroactive Date as defined above that covers losses arising from actual or alleged acts, errors or omissions and intentional, fraudulent or criminal acts. Further, the policy will expressly provide, but not be limited to, coverage for losses arising from the following: (a) unauthorized use/access of computer systems (including mobile devices), servers, client's data or software; (b) defense of any regulatory action involving a breach of privacy; (c) failure to protect the confidential or proprietary information (personal and commercial information) and intellectual property from unauthorized disclosure or unauthorized access; (d) failure to adequately protect physical security of servers and systems including from cyber terrorism; (e) the costs for: notification, whether or not required by statute, credit file or identity monitoring, identity restoration, public relations or legal experts; (f) third party liability; (g) cyber extortion and cyber terrorism; and (h) no exclusion for actual or alleged breaches of professional services agreements associated with the above.

**Pollution/Asbestos Liability** insurance in the sum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall include coverage for the following activities, including but

not limited to: removal, replacement, enclosure, encapsulation and/or disposal of asbestos, or any other hazardous materials, along with any related pollution events, including coverage for third party liability claims for bodily injury, property damage and clean up costs. If a retroactive date is used, it must pre-date the inception of the Contract. If motor vehicles are to be used for transporting hazardous materials, the Contractor shall provide Pollution Liability Broadened Coverage (ISO Endorsement CA 9948), as well as the MCS-90 endorsement. The owner and all other parties as required by contract shall be listed as additional insureds.

**Garage Liability** - Garage Liability coverage providing the coverage described in the Commercial General Liability and Automobile Liability sections above will be acceptable.

**Garagekeepers Coverage** - Garagekeepers comprehensive and collision coverage with limits of \$1,000,000 (minimum) on a primary direct basis for County owned or leased property held for repair in the service shop's care, custody and control.

**Excess/Umbrella Liability**, if required, with limits not less than \$5,000,000 per occurrence with a \$5,000,000 aggregate. The County must be included as additional insured.

The Acord form certificate of insurance must contain the following provisions:

- (A) The County of Dutchess must be listed as certificate holder and additional insured on the commercial general, umbrella/excess, and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent.
- (B) The commercial general and automobile policies are primary and noncontributory.
- (C) The commercial general liability, auto liability and workers compensation policies must contain a waiver of subrogation in favor of the County of Dutchess.
- (D) The umbrella/excess policy is primary and noncontributory and must contain a waiver of subrogation in favor of the County of Dutchess.
- (E) If the workers compensation Notice of Compliance is used instead of the Acord certificate of insurance, the Notice of Compliance must indicate that a waiver of subrogation in favor of the County of Dutchess is provided.

All policies of insurance referred to above shall be underwritten by companies authorized to do business in the State of New York with an A.M. Best financial strength rating of A- or better. In the alternative, the policies of insurance referred to above may be underwritten by Non-Admitted companies with an A.M. Best financial strength rating of A+ or higher. In addition, every policy required above shall be primary and noncontributory. Any insurance carried by the County, its officers, or its employees shall be excess and noncontributory insurance to that provided by the Contractor. The Contractor and his sub-contractor(s), if any, shall be solely responsible for any deductible losses under each of the policies required above.

Payment(s) to the Contractor may be suspended in the event the Contractor and his sub-contractor(s), if any, fails to provide the required insurance documentation in a timely manner.

Prior to cancellation or material change in any policy, a thirty (30) day notice shall be given to the County Attorney at the address listed below:

Dutchess County Attorney  
County Office Building  
22 Market Street  
Poughkeepsie, New York 12601

On receipt of such notice, the County shall have the option to cancel this Agreement without further expense or liability to the County, or to require the Contractor to replace the cancelled insurance policy, or rectify any material change in the policy, so that the insurance coverage required by this paragraph is maintained continuously throughout the term of this Agreement in form and substance acceptable to the County. Failure of the Contractor to take out or to maintain, or the taking out or the maintenance of any required insurance, shall not relieve the Contractor from any liability under this Agreement nor shall the insurance requirements be construed to conflict with or to limit the obligations of the Contractor concerning indemnification.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under this Agreement.

In the event that claims in excess of these amounts are filed in connection with this Agreement, the excess amount or any portion thereof may be withheld from payment due or to become due the Contractor until the Contractor furnishes such additional security as is determined necessary by the County.

## **Application Submission**

To be considered for an award, proposals must be received no later than 4:00 p.m. on May 12, 2026.

**Proposals must be delivered to** DCWIB, 3 Neptune Rd, Poughkeepsie, NY 12601

Requirement is: 3 printed copies with all attachments in order AND a flash/jump/thumb drive with; each attachment separate as well as a combined pdf document, missing documents can NOT be added later and the submitted proposal is what will be scored

Proposals that are not submitted in accordance with the terms set forth in this RFP will not be considered.

Acknowledgment of proposal receipt will be given to the proposing agency, indicating time and date received. Applicants assume responsibility for proposal submission and adherence to deadlines.

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP. Applications must be typewritten on 8 ½" x 11" paper size, double-spaced, using twelve (12)-point Times New Roman font, with page numbers. The information should be supplied in the order specified. Extraneous materials such as promotional brochures, slides, tapes, etc, may be included in an appendix at the end. Proposer must use the attached forms, facsimiles thereof, or request electronic forms from the DCWIB office. Letters of recommendation will not be accepted.

**Applications will not be considered for funding for, but not limited to, the following:**

- Where the application components are not addressed.
- Proposal is incomplete or is not considered responsive to this RFP;
- Program is not cost effective;
- Program is not responsive to needs of population to be served;
- Applicant lacks demonstrated administrative and/or fiscal capacity to operate the proposed program;
- Applicant is seeking to start up a new training institution or business;
- Proposed program duplicates existing services.



## Dutchess County Workforce Investment Board

3 Neptune Road Poughkeepsie, NY 12601 Telephone (845) 463-0517 Fax (845) 463-0100

### **WIOA YOUTH COVER SHEET 2026**

### **Request for Proposals – Application**

The PY25 funds have not been allocated. It is advisable that submitted proposals be accompanied by a flexible budget.

Program Name \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Program Cost \$ \_\_\_\_\_ Budget Request \$ \_\_\_\_\_

Program Locations \_\_\_\_\_

Day and Hours \_\_\_\_\_

# Youth served by this grant \_\_\_\_\_ Cost per youth \$ \_\_\_\_\_

# of Program Staff \_\_\_\_\_

CERTIFICATION: I hereby certify that all the information stated herein is true and accurate. I have read and understand the program parameters and I am authorized to submit this application on behalf of the applicant.

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Evaluation Criteria and Point Distribution

<b>Category</b>	<b>Points</b>
Program Concept & Approach	15
Target Population & Recruitment	15
Service Delivery & Case Management	15
Work Experience & Employer Engagement	20
Organizational Capacity	10
Past Performance	10
Partnerships & Collaboration	5
Budget & Cost Effectiveness	10
<b>Total</b>	<b>100</b>

## APPLICATION REVIEW PROCESS

Each proposal may earn up to 100 points (See Score Sheet for breakdown)

Minimum score: Only those proposals that receive a minimum score of seventy (70), as reviewed by the Proposal Review Team, will be eligible to receive a recommendation concerning funding. Proposals that have met the minimum criteria, as stated above, will be reviewed and scored by a Committee of the Dutchess County Workforce Development Board. DCWIB and the committee retains the right to request additional information from any proposer, request oral presentations from proposers, or conduct site visits from any proposer before a contract award. Proposals will be scored based on evaluation criteria. These scores will be used as a guide for discussion and the determination of an award. The committee may choose to fund a program in full, in part or not at all. Contracts will then be negotiated, developed and signed by the DCWIB.

### **Application Components**

(Be sure to consult the Workforce Innovation Opportunity Act for definitions and explanations of service components. H.R. 803- Chapter 2- Youth Workforce Investment Activities as well as the Department of Labor, Federal Registers Vol. 81, No. 161 Parts V and VI.)

**1. Cover sheet**

**2. Program Concept & Approach (Maximum 1 page)**

Present a brief, concise summary of the proposed program. Identify the number of youth to be served, the types of activities and services to be provided, the length of training, the training methods and the anticipated outcomes. (100 words or less).

**3. Organizational Experience & Past Performance-** Past performance will be evaluated as a distinct scoring category based on documented outcomes, compliance history, and prior contract performance

- a. A list of the demographics of youth recently served in similar programs and the experience your agency has working with low income or special populations such as youth who are homeless or run away, youth in foster care, youth with involvement in the criminal justice system, youth with disabilities or youth who are also veterans. What types of services do/have you provided to them? What was your success rate in delivering those services? Include the ages of the youth you have served.
- b. Include copies of performance and monitoring reports from your primary and/or most relevant funding sources. (One year required, additional reports preferred).

**4. A description of the organization's capacity to run this program –**

- a. Describe the company or organizations capacity to run this program.
- b. Include a complete organizational chart representing all titles, and number of each, employed by the agency; and indicate the number of years in business.
- c. Include a complete program chart for all employees assigned and billed to this program or a program chart for all job titles to be assigned and billed to this program.
- d. Include resumes of current staff.
- e. Include job descriptions of proposed positions with educational requirements.
- f. Include salary proposals for staff- include your methodology of the salary or salary range proposed with back up data (for example BLS data). See the Lightcast report for Case Manager information for Dutchess County.
- g. Include proposed organizational chart WITH this program included.
- h. Include a statement that the OSY program will be co-located with the Dutchess One Stop/DCWORKS at 191 Main Street, Poughkeepsie NY. Full time, Monday-Friday during our operational hours. (except for 1 weekly staff meeting and scheduled or approved PTO time). The ISY program may be located at this location as well.
- i. Highlight your organization's longevity and how this proposal will connect to your mission and organizational goals as well as the Dutchess County Workforce Development Board NY Local Plan.

## **5. Youth recruitment plan**

- a. Describe your recruitment plan for WIOA eligible Out of School youth (OSY). Include partners by name. Include number of OSY to be served.
- b. Describe your recruitment plan for WIOA eligible In School youth (ISY). Include partners by name. Include number of ISY to be served.
- c. Transition Plan - how currently enrolled youth will be incorporated into your program (number and status i.e. active vs. follow-up to be provided at bidder's conference).
- d. Include outreach plan to recruit eligible out-of-school youth from multiple locations in the county. Be specific with names of organizations (MOA's) and specific locations that you will partner with. The DCWIB WILL call each of these organizations to ask questions about the partnerships.
- e. Include specific and realistic outreach plan(s) to recruit eligible youth with disabilities, youth who are homeless and youth in foster care.

## **6. Service Delivery & Case Management**

**A description of the Youth One Stop Center System (Not to exceed 5 pages) narrative should include:**

- a. Explain how your design framework will provide intake, eligibility, assessment, development of the Individual Service Strategy and follow-up services.
- b. How your service delivery strategy includes the 14 required WIOA program elements. You may include a chart.
- c. The method of case coordination you propose to use in this program. Discuss how this method keeps the youth engaged and how it will ensure that performance goals are attained.
- d. Your plans to coordinate with other local organizations/service agencies to co-enroll, increase performance, maximize the use of available funds, and avoid duplication and enhance the delivery of services.
- e. How is this program equipped/prepared to be accessible to youth from around the county?

**7. WEO (Work Experience Opportunities)**

**A description of the Youth One Stop WEO experience.**

**This narrative should include: (Not to exceed 5 pages).**

**Note- Currently the DCWIB has a contract with Smart Staffing Group to assist the YOS team with placements in internships job shadows, subsidized and unsubsidized employment. The successful candidate of this RFP is REQUIRED to meet weekly with and to work with SSG in a comprehensive manner to assist the youth.**

- a. **How will you work with SSG to ensure that the youth receive the necessary services? Include your communication plan.**
- b. Describe your service delivery model and the specific services you plan to provide.
- c. Describe your knowledge, experience and expertise in working within the business community as it pertains to development of work experiences for youth.
- d. Estimated number of OSY and ISY to participate in a work experience opportunity.
- e. Attach a copy of the worksite agreement template to be used.
- f. Demonstrate your agency's capacity and experience in creating work experience opportunities for youth in demand occupations, industry sectors or that lead to self-sufficiency.
- g. Include program design and numbers and types of employment locations.

**8. Partnership and Collaboration**

**Describe current and planned partnerships.**

- a. How you will work collaboratively with the WIOA Youth Navigator at the Career Center who is responsible:

- i. To assist WIOA youth funded program staff with placing youth, enrolled in ITA’S (Individual Training Awards) in a subsidized internship and then unsubsidized employment.
- ii. To refer youth to the Youth One Stop from the Career Center and follow up that enrollment was completed.
- iii. To work with YOS provider and SSG to schedule enrolled WIOA youth with an ISS goal to find employment, as needed.
- iv. To assist WIOA enrolled Youth in their transition to adult WIOA or other services.

b. Please discuss how you will work with community partners. Include a chart, like the example below.

Organization	Address	Program Element	Contact Person	Contact Information
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**9. Budget**

Proposed budget\* 7/1/26-6/30/27

- a. Completed Budget template
- b. Budget narrative
- c. **Detailed explanation of when the DCWIB will receive vouchers.**
  - i. **Detailed CHART by MONTH starting with JULY 2026 through June 2027**
    - 1. **Date accrual amount will be submitted**
    - 2. **Date invoice and back up will be submitted**
  - ii. **When List of OSY/ISY active and youth in follow up will be sent**
    - 1. **Monthly starting in August for JULY 2026**
- d. Copy of most recent financial audit or review

*Note: The budget that is proposed may not necessarily be the amount funded.*

*\*In compliance with Public Laws 110-161, none of the federal funds appropriated in the Act under the heading ‘Employment and Training’ shall be used by a sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.*

- 1. Create and attach both completed WIOA Program Elements Charts (grantee and provider) What you will provide/What your partners will provide.
- 2. Strategies for meeting the common measures in year 1 and year 2.  
<https://dol.ny.gov/performance-indicators-goals>



Program Name:

Budget Narrative – Please explain how the budget was developed for each of the sections below:

Do not enter in shaded cells.  
They contain formulas.

Program Personnel	\$ -	
Administrative Personnel	\$ -	
Program Personnel Fringes	\$ -	
Administrative Personnel Fringes	\$ -	
Operating Program Expenses	\$ -	
Operating Administrative Expenses	\$ -	
<b>Sub Total</b>	\$ -	
Direct Client Expenses		
Tutoring, Study Skills, & Dropout Prevention	\$ -	
Alternative Secondary School Services	\$ -	
Occupational Skills Training	\$ -	
Education Offered concurrently with and in the same context as Workforce Preparation	\$ -	
Leadership Development Opportunities	\$ -	
Supportive Services	\$ -	
Adult Mentoring	\$ -	
Comprehensive Guidance & Counseling	\$ -	
Follow-up Services	\$ -	
Financial Literacy Education	\$ -	
Entrepreneurial Skills Training	\$ -	
Labor Market & Employment Information Services	\$ -	
Activities that Prepare for Transition to Postsecondary Education & Training Incentives	\$ -	
<b>Sub Total</b>	\$ -	
<b>Proposed Budget Total</b>	\$ -	

Funding associated with Individual Training Awards and direct youth wages and fringe for Work Experience Opportunities is retained by  
Funding amounts allocated to these components will be determined by the actual program allocations awarded to Dutchess County.

# WIOA YOUTH PROGRAM ELEMENTS

Indicate how each youth element will be provided.

#	WIOA Youth Program Element	Provided by Vendor	Provided by Partner
1	Tutoring, study skills training, dropout prevention		
2	Alternative secondary school services / dropout recovery		
3	Paid and unpaid work experiences (WEX)		
4	Occupational skills training		
5	Education offered concurrently with workforce prep		
6	Leadership development opportunities		
7	Supportive services		
8	Adult mentoring		
9	Follow-up services (12 months)		
10	Comprehensive guidance & counseling		
11	Financial literacy education		
12	Entrepreneurial skills training		
13	Labor market & employment information		
14	Transition to postsecondary education & training		

# DCWIB WIOA Youth Proposal Evaluation Workbook

*Use the Score dropdown for each section. Rating Band, Total Score, and Threshold Status calculate automatically.*

<b>Proposal Name</b>		<b>Organization</b>	
<b>Reviewer</b>		<b>Review Date</b>	
<b>Panel Recommendation</b>		<b>Completion Status</b>	0 of 8 sections scored

#	Evaluation Category	Max Points	Score	Rating Band	Key Criteria	Reviewer Comments
1	<b>Program Concept &amp; Approach</b>	15			Overall program design, alignment with WIOA goals, local labor market fit, and quality of approach.	
2	<b>Target Population &amp; Recruitment</b>	15			Strategy to recruit priority youth populations, referral partners, outreach plan, and enrollment realism.	
3	<b>Service Delivery &amp; Case Management</b>	15			Intake, eligibility, ISS development, case management model, participant engagement, and service delivery.	
4	<b>Work Experience &amp; Employer Engagement</b>	20			Work-based learning strategy, employer relationships, placement quality, and industry alignment.	
5	<b>Organizational Capacity</b>	10			Staffing, organizational structure, stability, experience, and ability to operate the program successfully.	
6	<b>Past Performance</b>	10			Documented outcomes, grant/contract performance, compliance history, and monitoring results.	

7	Partnerships & Collaboration	5			Strength of partner network, role clarity, and coordination with workforce system partners.
8	Budget & Cost Effectiveness	10			Budget reasonableness, narrative support, cost per participant, and alignment to proposed services.

<b>Total Score</b>	<b>0</b>
<b>Maximum Possible</b>	<b>100</b>
<b>Threshold</b>	<b>70</b>
<b>Threshold Status</b>	<b>Incomplete</b>
<b>Score %</b>	

<p>Notes:</p> <ul style="list-style-type: none"> <li>• Score cells use dropdowns tied to each section's allowed point range.</li> <li>• Rating Band is automatic based on the selected score.</li> <li>• Panel Recommendation is optional and entered manually.</li> <li>• Add detailed justifications in Reviewer Comments.</li> </ul>
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## Scoring Rubric

Category	Score Bands	What Excellent Looks Like	What Reviewers Should Consider
Program Concept & Approach (15)	Excellent 13-15   Good 9-12   Fair 5-8   Poor 0-4	Clear, comprehensive design; strong WIOA alignment; innovative and feasible; clearly tied to outcomes.	Program logic, local labor market connection, quality of model, and feasibility.
Target Population & Recruitment (15)	Excellent 13-15   Good 9-12   Fair 5-8   Poor 0-4	Strong OSY-focused strategy; named partners; clear outreach to high-barrier youth; realistic targets.	Priority population focus, outreach channels, referral sources, target numbers.
Service Delivery & Case Management (15)	Excellent 13-15   Good 9-12   Fair 5-8   Poor 0-4	Fully developed intake, ISS, and case management model; strong engagement strategy; all required elements addressed.	Eligibility, assessment, ISS quality, participant support, coordination of services.
Work Experience & Employer Engagement (20)	Excellent 17-20   Good 12-16   Fair 6-11   Poor 0-5	Strong employer network; clear plan for high-quality placements; measurable targets; industry alignment.	Work-based learning quality, employer partnerships, placement plan, and relevance to demand sectors.
Organizational Capacity (10)	Excellent 9-10   Good 6-8   Fair 3-5   Poor 0-2	Experienced staff; strong structure; clear ability to implement program successfully.	Staffing, supervision, organizational stability, and implementation readiness.
Past Performance (10)	Excellent 9-10   Good 6-8   Fair 3-5   Poor 0-2	Strong documented outcomes; clean monitoring history; consistent success on comparable work.	Documented results, compliance history, and prior performance.
Partnerships & Collaboration (5)	Excellent 5   Good 3-4   Fair 2   Poor 0-1	Strong, active partnerships with clear roles and coordination.	Depth of partnerships, role clarity, and workforce system integration.
Budget & Cost Effectiveness (10)	Excellent 9-10   Good 6-8   Fair 3-5   Poor 0-2	Cost-effective, clearly justified, aligned to services, and supported by a strong narrative.	Cost reasonableness, value, completeness, and funding alignment.