REQUEST FOR PROPOSALS

Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult, Dislocated Worker, and Youth Services

Workforce Snohomish (WFS), on behalf of the Future Workforce Alliance (FWA), Snohomish County's Local Workforce Development Board, is seeking proposals from qualified organizations to deliver comprehensive Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult, Dislocated Worker, and Youth services. This consolidated procurement aims to select a single primary subrecipient to administer all three programs, with the option to engage a secondary subrecipient for Youth services expertise. The selected provider(s) will deliver high-quality, participant-centered services that achieve strong performance outcomes and support economic prosperity throughout Snohomish County.

Estimated Funding: $1.5 million annually
Subaward Period: June 2026 – June 2027, with options for up to three annual extensions
Proposal Deadline: April 16, 2026, 4:00 p.m. PDT

WIOA Title 1B Adult, Dislocated Worker, and Youth Services are 100% funded by the U.S. Department of Labor.

Workforce Snohomish is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711. Language assistance services for limited English proficient individuals are available free of charge. Workforce Snohomish receives support and funding from US DOL and HHS grant(s). To learn the sources and proportions, please go to workforcesnohomish.org/funding

Table of Contents

SECTION I: PURPOSE AND BACKGROUND 4

A. FUTURE WORKFORCE ALLIANCE INTRODUCTION 4

B. WORKFORCE INNOVATION AND OPPORTUNITY ACT BACKGROUND 4

C. PURPOSE OF THIS RFP 5

D. RFP FUNDING CATEGORIES 5

E. PROCUREMENT TIMELINE & PROCESS 5

F. WHO MAY APPLY? 6

G. AWARD OF AGREEMENT 7

H. APPEAL PROCESS 7

I. COMMENCEMENT OF SERVICE DELIVERY 7

SECTION II: PROGRAM DESIGN 8

A. ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM SERVICES 8

B. WIOA PERFORMANCE MEASURES 10

C. WIOA PRIORITY POPULATIONS 10

D. FRONT-END INTEGRATED SERVICES 11

E. WORKSOURCE PARTNERS COMMITTEE 12

F. WIOA BUSINESS SERVICES 12

G. CONTINUITY OF SERVICE REQUIREMENT 13

H. UNIVERSAL ACCESS ACROSS THE WORKFORCE SYSTEM 13

I. DATA MANAGEMENT 14

SECTION III: PROPOSAL INSTRUCTIONS & REQUIREMENTS 14

A. INTENT TO PROPOSE 14

B. BIDDERS CONFERENCE 14

C. QUESTIONS ON REQUEST FOR PROPOSALS 14

D. PROPOSAL REQUIREMENTS AND FORMATTING 14

E. EVALUATION AND SELECTION CRITERIA 15

F. WITHDRAWALS 15

SECTION IV: PROPOSAL NARRATIVE & PERFORMANCE OUTCOMES FORM 16

A. PROPOSAL NARRATIVE (75 points) 16

B. EXPERIENCE AND ABILITY (20 points) 16

C. RELATIONSHIPS AND COLLABORATION (10 points) 17

D. PROGRAM DESIGN (45 points) 18

SECTION V: BUDGET NARRATIVE AND BUDGET FORM 19

A. BUDGET FORMS (25 points) 19

SECTION VI. REQUIRED ATTACHMENTS 20

A. Risk Assessment and Compliance Narrative (10 pages maximum) 20

B. Additional Documentation (No Page Limit) **21**
SECTION VII: GENERAL PROVISIONS, AND DISCLAIMERS 22
ATTACHMENT A: PERFORMANCE OUTCOMES FORM **24**
(July 1, 2026- June 30, 2027) **24**
ATTACHMENT B: BUDGET AND BUDGET NARRATIVE FORMS **26**
ATTACHMENT C: PY24 COMMON MEASURE DATA **27**

SECTION I: PURPOSE AND BACKGROUND

A. FUTURE WORKFORCE ALLIANCE INTRODUCTION

The Future Workforce Alliance (FWA), serves as Snohomish County's Local Workforce Development Board, convening regional workforce development efforts and overseeing the local WorkSource system as part of the American One-Stop Job Center Network. FWA, in partnership with Workforce Snohomish (WFS), is responsible for funding, coordinating, and overseeing the activities and programs of the local WorkSource system in Snohomish County as part of the American One-Stop Job Center Network.

Mission Statement

The Future Workforce Alliance catalyzes equitable, inclusive, and responsible economic growth through public-private collaborative strategies that build upon a foundation of lifelong learning, the creation of quality jobs, innovation, and adaptability.

Strategic Plan

Snohomish County Workforce Development Action Plan (Addendum)

About Workforce Snohomish

Workforce Snohomish (WFS) is a 501(c)(3) nonprofit organization designated by the chief local elected official of Snohomish County to serve as the fiscal agent and local grant subrecipient for WIOA Title I-B and related funding. FWA has authorized WFS to facilitate this competitive solicitation.

Contact information for Workforce Snohomish, hereinafter referred to as the "WFS":

Workforce Snohomish
808 134th Street Southwest, STE 105, Everett WA 98204
Email: rfp@workforcesnohomish.org
Website: www.workforcesnohomish.org

Interested parties should check the procurement webpage frequently for updates, as it will serve as the primary communication channel throughout the procurement process. Bidders are responsible for checking the procurement webpage frequently to stay informed throughout the procurement process.

B. WORKFORCE INNOVATION AND OPPORTUNITY ACT BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is designed to improve and streamline access to federally funded employment, education, training, and career services. WIOA emphasizes three critical hallmarks:

- Ensuring that the needs of workers and employers drive workforce solutions
- Requiring excellent, integrated customer service to both job seekers and employers through One-Stop Career Centers
- Recognizing the workforce system as a critical component of strong regional economies

Successful respondents must demonstrate substantive knowledge of WIOA law, regulations, and state policies, and must be flexible and responsive as policies evolve. For more information, visit: https://www.dol.gov/agencies/eta/wioa, Workforce Professional Center, FWA Policies and WFS Policies.

C. PURPOSE OF THIS RFP

WFS is requesting proposals from qualified organizations to deliver services within Snohomish County to deliver Title I-B services within Snohomish County to:

- **Adults and Dislocated Workers** who are unemployed, underemployed, or in need of training and career services.
- **Youth** ages 14-24 who need support finding a pathway to economic prosperity and stability.

Subrecipient agreements will commence no later than July 1, 2026 and continue for twelve months from initial award date (hereafter "the subaward period") with a mutually agreed option for annual extensions pending performance and available funding for an additional (3) three years.

D. RFP FUNDING CATEGORIES

Bidders should use the funding ***estimates*** shown below to develop proposals. These estimates are provided solely to offer guidance. **Bidders must apply for funding for all categories listed below.** Estimated Funding by category:

Adult Services	$500,000
Dislocated Worker Services	$500,000
Youth Services	$500,000

Youth services are provided to In-School Youth and Out-of-School Youth according to TEGL 21-16. FWA has chosen to provide Youth services with a maximum of 25% of funds for In-School Youth and 75% for Out-of-School Youth. This percentage may change over the course of the program cycle, enabling up to 50% of in school youth to be served. Furthermore, Federal requirements state that 20% of Youth Services expenditures be spent on work experience activities (as defined by 20 CFR Section 681.590, also referenced in local WFS Policy 2040b).

E. PROCUREMENT TIMELINE & PROCESS

Request for Proposals Issued	March 2, 2026
RFP - Intent to Propose Due	March 13, 2026, 5:00 p.m. (PDT)
Bidders Conference Click HERE to join Link to Meeting Meeting ID: 811 6747 0747 Passcode: 697651	March 16, 2026, 10:00 – 11:00 a.m. (PDT)

Deadline for Receipt of Questions Bidders may submit questions using this Question Form that is also listed on the WFS website. Questions will not be answered via other email accounts, phone, or in person.	April 8, 2026, 5:00 p.m. (PDT)
Final Questions-and-Answers Document Posted to WFS Website The question-and-answer document will be updated periodically. It is the Bidder's responsibility to check WFS website for periodic updates to the question-and-answer document.	April 10, 2026, 5:00 p.m. (PDT)
Request for Proposals Due	**April 16, 2026, 4:00 p.m. (PDT)**
WFS Staff Compliance Review Complete	April 20, 2026
FWA RFP Evaluation Committee Reviews	Anticipated timeframe: April 21-May 1, 2026
Review of RFP by FWA Evaluation Committee Evaluation Results and Recommendation for Award	May 3 - 6, 2026
FWA Full Board Meeting Full board review and vote on Evaluation Committee Recommendation, Approves Subrecipient Award	May 13, 2026, 10:00 a.m. (PDT)
Period for Appeals	May 19-25, 2026
Subrecipient Agreement and Budget Negotiations Begin Workforce Snohomish and successful bidder following the mandatory appeals period	May/June 2026
Subrecipient Agreement Start Date	Estimated: June 1 - June 30, 2026

F. WHO MAY APPLY?

- Government agencies or governmental units, such as local or county governments, school districts, State agencies, and Federal WIOA partners
- Educational institutions, such as institutions of higher education, non-traditional public secondary schools such as night schools, and area career and technical education schools
- Community-based organizations, nonprofit entities, or workforce intermediaries
- Other interested organizations that can carry out the duties of Adult, Dislocated Worker, and Youth programs, such as a local chamber of commerce, other business organization, or labor organization
- Private for-profit entities

The intent of this RFP is to select a **single primary subrecipient** to administer all three WIOA Title I-B programs (Adult, Dislocated Worker, and Youth). However, recognizing the distinct programmatic needs of the Youth population, the primary subrecipient may engage a **second-tier subrecipient** to deliver Youth services and provide requisite expertise not held by the primary subrecipient.

Important Requirements for 2nd Tier Subrecipient:

- The 2nd-tier subrecipient will operate under a formal agreement with the primary subrecipient, not as a direct subrecipient of WFS
- The applicant must identify the proposed second-tier subrecipient in the proposal; post-award selection is not permitted
- The primary subrecipient retains all compliance, fiscal management, monitoring, and participant payment

responsibilities

- The primary subrecipient must demonstrate capacity to:
  - Monitor the secondary subrecipient for programmatic and fiscal compliance
  - Provide or coordinate staff training and professional development
  - Process all participant-related payments (training costs, supportive services, incentives, work experience wages)
  - Maintain accurate accounting systems that track secondary subrecipient expenditures
  - Ensure all required WIOA Youth program elements are delivered

G. AWARD OF AGREEMENT

Submittal of a successful proposal(s) does not constitute an agreement with WFS. The subaward will not be final until WFS and the successful bidder have executed a mutually satisfactory agreement.

H. APPEAL PROCESS

Protests may only be submitted if a bidder believes WFS/FWA did not follow the process outlined in this RFP. Protests may not be submitted based on disagreement with scores, ratings, or award decisions.

Process:

1. Protests must be filed in writing via email to rfp@workforcesnohomish.org within **seven (7) business days** of the FWA Board's award decision (May 13, 2026).
2. All protests must:
   - State the basis for the protest in clear terms
   - Identify the specific violation of state or federal contracting law, rule, or regulation
   - Propose an acceptable alternative remedy
3. WFS may request clarification or additional documentation. Failure to respond within the designated timeframe will result in dismissal of the protest.
4. The WFS Chief Executive Officer and Manager of the Local Workforce Development Board will review the protest and issue a written response within **30 business days** of submission.
5. All protest materials become public information after the protest period ends.

If a protest is upheld, the effective date of the subaward may be delayed pending resolution. WFS/FWA reserves the right to renegotiate or reissue the RFP if an appeal for non-award is upheld.

I. COMMENCEMENT OF SERVICE DELIVERY

The subrecipient must be able to have the proposed program operational by June 3, 2026, sufficient to facilitate any required case load transfer from exiting subrecipient(s).

SECTION II: PROGRAM DESIGN

A. ADULT, DISLOCATED WORKER, AND YOUTH PROGRAM SERVICES

FWA/WFS seeks a partner organization that will become an integral part of Snohomish County's workforce system, delivering high-quality WIOA Adult, Dislocated Worker, and Youth services through a collaborative, responsive, and community-engaged model. The successful bidder will demonstrate:

- **System Leadership:** Active facilitation of collaboration among workforce stakeholders, supporting job growth and talent development across Snohomish County
- **Access:** Proactive engagement and service delivery focused on priority populations and individuals with barriers to employment
- **Organizational Excellence:** Strong capacity to meet customer expectations, manage fiscal and performance data accurately, and apply governing policies and procedures effectively
- **Continuous Improvement:** Commitment to innovation, responsiveness to economic conditions, and advancement of a progressive workforce system

The successful bidder will provide access to the full array of allowable WIOA services, including Basic Career Services, Individualized Career Services, Training Services, and Follow-up Services, with specialized expertise in serving underserved populations and customers experiencing barriers to employment.

NOTE: The successful bidder may be required to accept discretionary programs connected to WIOA Adult, Dislocated Worker, and Youth programs, such as Basic Food Employment & Training (BFET) co-enrollment, Disaster Dislocated Worker Grants, and other state or private funds.

WIOA Adult, Dislocated Workers, and Youth Services: WIOA Adult, Dislocated Worker, and Youth Services are provided via the following major categories detailed in Workforce Snohomish Policy 2090, TEGL 19-16, and WorkSource System Eligibility Policy and Handbook.

WIOA Adult and Dislocated Worker program services are broken down into four parts: Basic Career Services, Individualized Career Services, Training Services and Follow-Up Services.

1. ***Basic Career Services***: Basic Career Services are universal and must be available at Snohomish County's Comprehensive Certified Center. As stand-alone services, Basic Career Services have traditionally been administered in a WorkSource Resource Room and workshop-type settings. Proposals showcasing Basic Career Services in diverse ways to enhance collaboration and access are welcome.
2. ***Individualized Career Services****:* Individualized Career Services can only be provided to eligible Adult and/or Dislocated Worker program participants who require such services to retain or obtain employment. Individualized Services are provided by an Employment Specialist who works one-on-one with customers throughout their enrollment to help them accomplish the goals articulated in their Individual Participant Plans. In addition to Basic Career Services, Individualized Career Services may include specialized assessments, development of an individual employment plan, career and vocational counseling, and work experience. Other activities might include assessments of skill level and service needs and identification of employment barriers; development of an individual employment plan with career pathways options and employment goals; short-term pre-vocational services; internships and work experiences linked to careers; and financial literacy training.

3. ***Training Services****:* Training Services are a crucial part of the Adult and Dislocated Worker programs. Training Services may be provided to fully enrolled Adults and Dislocated Workers who have been determined eligible for such services through the interview, evaluation, assessment, or career planning described in TEGL 19-16. Types of Training Services may include: Occupational Skills Training (individual or cohort), On-the-Job Training (OJT); programs that combine workplace training with related instruction, which may include cooperative education programs; training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training provided in combination with the training services; adult education and literacy activities, including English Language acquisition; and customized training conducted with a commitment from the employer or group of employers to employ an individual upon successful completion of the training.

4. ***Follow-Up Services****:* Follow-Up Services are services provided to Adults and Dislocated Workers who have been placed in unsubsidized employment. Follow-Up Services must be available for up to 12 months after the first day of employment. Such services may include workplace counseling to support retention, on-the-job referrals to additional services for customers who are not self-sufficient, mentoring, and workshops to help customers make career decisions. Support Services can also be provided during the follow-up period to help customers retain or obtain employment after exiting the program. Follow-Up Services do not extend the date of exit in performance reporting.

WIOA Youth Program Services are delivered under the following 14 Elements:

1. **Tutoring, study skills training, instruction, and evidence-based dropout prevention** and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or a recognized postsecondary credential.
2. **Alternative secondary school services or dropout recovery services**, as appropriate.
3. **Paid and unpaid work experiences** that have as a component of academic and occupational education including:
    a. Summer employment opportunities and other employment opportunities available throughout the school year
    b. Pre-apprenticeship programs
    c. Internships and job shadowing
    d. On-the-job training opportunities
4. **Occupational skill training**, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations.
5. Education offered concurrently with and in the same context as **workforce preparation activities** and training for a specific occupation or occupational cluster.
6. **Leadership development opportunities**, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
7. **Supportive Services** can be used to purchase items and services related to employment, education, and training.
8. **Adult mentoring** for the period of participation and a subsequent period for at least 12 months.
9. **Follow-up services** for at least 12 months after exiting the program to ensure continuity of services and progress towards performance outcomes. Follow-up services must be provided by the same program that provides case management during program participation. The type of services provided must be based on the needs of the individual.
10. **Comprehensive guidance and counseling**, individualized counseling which may include drug and alcohol abuse counseling and referral, as appropriate.
11. **Financial literacy education** provides participants with the knowledge and skills they need to achieve

long-term financial stability.

12. **Entrepreneurial skills training** helps participants develop the skills associated with entrepreneurship, such as the ability to take the initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and how to communicate effectively and market oneself and one's ideas.
13. Services that provide **labor market and employment information** about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help youth **prepare for and transition to postsecondary education** and training.

B. WIOA PERFORMANCE MEASURES

All WIOA Titles are measured by the Performance Accountability Indicators, also called "Performance Measures," as detailed in TEGL 10-16, Change 3. The successful bidder must meet or exceed Performance Measures along with targets mandated by the Washington State Workforce, Training, and Education Coordinating Board, Washington State Employment Security Department, Future Workforce Alliance and Workforce Snohomish.

WIOA Performance Indicators:

- Employment Rate – 2nd Quarter after exit
- Employment Rate – 4th Quarter after exit
- Median Earnings – 2nd Quarter after exit
- Credential Attainment – Within one year of exit
- Measurable Skill Gains – Program Year

Performance Targets

WIOA Performance Indicators for Program Years 2026-2027 (July 1, 2026 – June 30, 2028) are currently under negotiation. As a reference, FWA's Program Year 2024-2025 performance targets are:

Performance Measure	Adult	Dislocated Worker	Youth
Employment Rate – 2nd Quarter after Exit	66.3%	67%	60.6%
Employment Rate – 4th Quarter after Exit	66.5%	68%	52.1%
Median Earnings – 2nd Quarter after Exit	$12,000	$15,043.00	$4,400
Credential Attainment	63.0%	50%	50.0%
Measurable Skills Gains	51.9%	50%	50.0%

Historical performance data is available at: https://wtb.wa.gov/research-resources/performance-targets/
Additional context regarding Snohomish County's recent performance is provided in **Attachment C**.

Bidder Requirement: Proposals must demonstrate effective processes, strategies, and services to ensure successful participant outcomes aligned with these performance indicators. Bidders should describe proposed metrics, real-time measurement systems, and continuous improvement approaches.

C. WIOA PRIORITY POPULATIONS

WIOA prioritizes individualized career services for certain populations, as defined in 20 CFR § 680.600 and further

specified in local policy 2020 (and procedures 2020a and 2020b). While basic career services such as job search assistance and labor market information are available to all eligible job seekers, federal law requires that priority for individualized career services, training services, and supportive services—such as skills assessments, career planning, occupational training, and supports like transportation assistance and work-related supplies (see 20 CFR § 678.430(b))—be given to recipients of public assistance, low-income individuals, and individuals who are basic skills deficient.

There is a tiered priority structure for the Adult funding stream: first priority goes to veterans and eligible spouses who are also low-income, receiving public assistance, or basic skills deficient; second to non-veteran individuals meeting those same criteria; third to veterans and eligible spouses who do not meet those criteria; and fourth to other job seekers who need individualized or training services to reach self-sufficiency (with documented subrecipient lead approval required for fourth-tier enrollments). At least 50.1% of Adult enrollees must come from Priority Groups 1 and 2. For Dislocated Worker funds, veterans and eligible spouses receive priority for individualized career, training, and supportive services.

For WIOA Title I Youth, both in-school and out-of-school youth must meet specific criteria (such as being basic skills deficient, justice-involved, homeless, in or aged out of foster care, pregnant or parenting, or an individual with a disability) in addition to age and income requirements, with at least 75% of Youth funds directed to out-of-school youth. Because WIOA resources are limited, the selected service provider must apply these priority and eligibility frameworks when determining which job seekers receive the services listed below:

- Displaced Homemakers
- Veterans and eligible spouses
- Low-income individuals
- Native Americans, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (age 55 and older)
- Ex-offenders ("offender" as defined in WIOA sec. 3(38) and 20 CFR Section 688.120)
- Persons experiencing homelessness
- Youth who are in or have aged out of the foster care system
- Individuals who are:
  - English language learners
  - Have low levels of literacy
  - Face substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime Temporary Assistance for Needy Families (TANF) eligibility
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)

Directive of the Governor 21-24 (December 1, 2021)

- Black, Asian, Native Hawaiian, Compact of Free Association (COFA) nations, and Pacific Islander communities
- Latinos
- LGBTQIA+ communities
- Expectant persons
- Veterans

D. FRONT-END INTEGRATED SERVICES

Front-End Services are critical services that set the tone for each customer. The successful bidder shall contribute representatives to provide Front-End services for a seamless customer experience and work towards performance outcomes aligned with shared goals. The successful bidder shall provide Front-End services that include, but are not limited to:

- A warm welcome to customers entering the center;
- Initial assessment of the customer's skills, education, and career objectives to determine the customer's needs and next steps;
- An orientation to WorkSource services, referrals to workshops, and general labor market information;
- Assistance navigating WorkSourceWA.com website and Workforce Compass to access job search tools and resources, career opportunities, skills assessment, build a resume, learn about occupations in demand, research training opportunities;
- Access to Unemployment Insurance information;
- Assistance with job search, resume critiques, mock interviews, completing online applications, and employment referrals;
- Translation and interpretive services as needed;
- Assistance with computers, faxes, scanners, and assistive technology;
- Referrals to and registration assistance for job fairs, hiring events, and informational events;
- Career training information and referrals to appropriate programs; and
- Inform veterans and eligible spouses of their rights under Veterans Priority of Service.

WIOA services must be accessible to all qualifying customers in Snohomish County, including those with geographic, transportation, or technology barriers. Bidders should plan to maintain a visible and reliable presence at **WorkSource Everett**, the Comprehensive One-Stop Center located at 728 134th Street, Suite 102, Everett, WA 98204.

Note: Rent and space use costs for WorkSource Everett (Infrastructure Funding Agreement costs) do not need to be included in bidder proposal budgets. These costs are managed separately through the WorkSource partnership infrastructure funding process.

Outreach activities and services may be delivered in-community as enabled by the FWA Local Area Plan, Memorandum of Understanding, and supplementary documents. The selected subrecipient must have the technological capacity to deliver services virtually if WorkSource Everett closure is required (e.g., inclement weather, public health mandates).

E. WORKSOURCE PARTNERS COMMITTEE

The successful bidder will serve as the designated WIOA Title I-B representative on the **WorkSource Partners Committee**, the primary collaborative body for workforce development partners in Snohomish County. This committee meets monthly to coordinate service delivery, align system goals, reduce service duplication, and enhance collective impact.

Committee Responsibilities:

- Attend all scheduled quarterly meetings
- Share organizational updates and service offerings
- Contribute to strategic discussions and system-wide initiatives
- Participate in business engagement coordination and process improvements
- Implement agreed-upon action items within established timelines

- Serve as the primary liaison between the organization and the broader WorkSource partner network

This collaboration is essential to ensuring seamless service delivery and maximizing the effectiveness of workforce development investments in Snohomish County.

F. WIOA BUSINESS SERVICES

Workforce Snohomish's Business Engagement team serves as the primary liaison between the local workforce system and employers throughout Snohomish County, focusing on developing strategic partnerships that address critical workforce challenges. Working closely with employers of all sizes, from small businesses with fewer than 50 employees to large corporations, the Business Engagement team conducts need assessments, facilitates partnerships with training providers, and actively engages with system stakeholders to identify opportunities to match employer needs with engaged job seekers. Their approach emphasizes building long-term relationships that enhance business competitiveness while creating pathways for career advancement and skill development for workers in the region's thriving economy. The successful bidder will collaborate closely with the Business Engagement Team, generating employment and work experience opportunities for Title I-B participants.

Rapid Response

WFS coordinates layoff aversion and assistance through "Rapid Response." The successful bidder will work closely with WFS to provide high-level, quick-acting Rapid Response services to workers and employers area-wide to minimize the impact of reduction(s) in force. Services will include:

- Assessing the business and workers in transition,
- Collaborating with partners and labor to build re-employment strategies; and
- Assist in services, including follow-up, reporting, documentation, tracking, and customer feedback.

Workforce Compass Platform

Workforce Compass is an AI-enabled, skills-based matching platform that serves as the primary vehicle for connecting talent with opportunity. This innovative technology transforms traditional workforce development by analyzing transferable skills, recognizing potential beyond formal credentials, and creating responsive pathways to career advancement.
The successful bidder will be required to actively engage with Workforce Compass in service delivery to Adult, Dislocated Worker, and Youth participants, supporting basic services and guiding career seekers in exploration of training, employment, and career pathways.

Key Functionalities:

- Personalized job matching using AI-driven algorithms
- Career exploration and skills assessment tools
- Links to training programs, apprenticeships, and education resources
- Resume building and application support
- Connections to local employers, hiring events, and networking opportunities

To explore Workforce Compass, visit: www.workforcesnohomish.org/workforcecompass/

Employer-Responsive Workforce Development Model

Building upon Workforce Compass, FWA and WFS have invested in a new initiative supporting the adoption of an employer-responsive model of workforce development to improve outcomes for both employers and job

seekers. As this initiative progresses, the successful bidder will be actively engaged in development, professional development, and implementation of this model in coordination with WFS and system partners.

G. CONTINUITY OF SERVICE REQUIREMENT

The primary subrecipient must ensure uninterrupted services for all individuals actively enrolled in WIOA Title I-B programs as of the effective date of the new agreement (noting that current agreements expire between June 12 and June 30, 2026). This includes timely continuation of training, supportive services, and case management. Participants who exited to employment prior to the transition and remain eligible for follow-up must continue to receive required follow-up services, which the new subrecipient is responsible for providing in accordance with WIOA. The primary subrecipient is also responsible for coordinating case file transfer and payment continuity to prevent any service disruption.

H. UNIVERSAL ACCESS ACROSS THE WORKFORCE SYSTEM

FWA/WFS embraces WIOA as a chance to improve service delivery and provide access for all individuals with barriers to employment, not just those populations covered by the Americans with Disabilities Act. While developing recommendations on accessibility, the Washington Training and Education Coordinating Board (WTECB) engaged stakeholders, staff, and policy experts representing a wide range of the 15 populations designated as "populations with barriers" under WIOA. The populations with significant or multiple barriers to employment should receive priority.

FWA believes in universal accessibility. Partners in FWA's workforce system must be prepared and able to serve job seekers from all backgrounds. This includes physical accessibility and programmatic accessibility—considering customers' particular access needs.

Technology is an essential part of service delivery under all WFS sub agreements. Successful bidders must ensure customers have access to the internet and internet-capable devices. Likewise, successful bidders' staff must be qualified and prepared to provide virtual services as needed to ensure customers across the County can all benefit from WorkSource Everett Center and services. Utilizing technology allows for seamless, universal, and remote access to education, training, and other workforce development services.

I. DATA MANAGEMENT

WorkSourceWA.com is managed by the Washington State Employment Security Department and serves as the business and job seeker-facing self-service Labor Exchange system, helping job seekers find and apply for positions and employers post jobs and locate candidates.

Efforts to Outcomes (ETO) is the current state-managed case management system used for state and federal reporting. The successful bidder will be required to use ETO (or its replacement system) to record and track all client activities and program services. Reports generated from the case management system will be used to determine program performance by the subrecipient, WFS, and the State. Therefore, knowledge of the system, accuracy, and timely data entry are critical.

Important: Washington State is transitioning to a new state-managed case management database. The implementation timeline is available in the Charter for the WIT replacement project. Bidders must commit to working with WFS to train staff on the new system and ensure seamless transition when implemented.

SECTION III: PROPOSAL INSTRUCTIONS & REQUIREMENTS

A. INTENT TO PROPOSE

Bidders are encouraged to submit an "Intent to Propose" using this Intent to Propose Form that is also listed on the WFS website by close of business on March 13, 2026. The Intent to Propose is not required; however, WFS will be using this mechanism to communicate with potential bidders regarding the RFP.

B. BIDDERS CONFERENCE

WFS encourages all interested parties to attend the Bidders Conference at 10:00 a.m. (PDT), **March 16, 2026**. The link to the Bidders Conference is located in the PROCUREMENT TIMELINE and on the WFS RFP webpage.

C. QUESTIONS ON REQUEST FOR PROPOSALS

Questions can be submitted using the Question Form after the Bidders Conference until close of business on April 8, 2026. Questions received during the bidder's conference and subsequent answers will also be posted periodically on the WFS website. The final version of the question-and-answer document will be posted on the WFS website on April 10, 2026, at 5:00 p.m. (PDT).

D. PROPOSAL REQUIREMENTS AND FORMATTING

To be considered for review, proposals must follow all instructions in this RFP, provide all required information and attachments, and include a signature and date from the organization's authorized representative.

Submission Requirements:

- Proposals must be submitted online at: Workforce Innovation and Opportunity Act (WIOA) Title I-B Adult, Dislocated Worker, and Youth Services
- Deadline: April 16, 2026, 4:00 p.m. (PDT)
- Proposals received after the deadline will be automatically disqualified – no exceptions
- Faxed, mailed, or hand-delivered proposals will not be accepted

Formatting Requirements:

- Font: 12-point Times New Roman
- Margins: One inch on all sides
- Page numbers: Beginning with the title page
- Maximum page lengths are specified for each section below
- Pages exceeding stated limits will be removed and not scored
- Additional attachments beyond those requested are not permitted

Required Components (in order):

1. Applicant Organization Information Form (complete online in application portal by organization's authorized representative)
2. Proposal Narrative (25 pages maximum, single PDF file)
3. Required Proposal Narrative Attachments (single PDF file; budget may be uploaded separately)
4. Additional Documentation (no page limit, single PDF file)

Failure to include required attachments will disqualify the proposal from consideration.

E. EVALUATION AND SELECTION CRITERIA

Proposals that meet the minimum requirements outlined in this RFP will be scored on the following program design and elements:

Experience and Ability	20/100 Points
Relationships and Collaboration	10/100 Points
Program Design	45/100 Points
Budget Narrative	25/100 Points

Following the WFS Staff Compliance Review and review by the FWA RFP Evaluation Committee, a recommendation will be forwarded to the Future Workforce Alliance Board of Directors.

F. WITHDRAWALS

An applicant may withdraw a submitted proposal prior to the due date by emailing a withdrawal request to rfp@workforcesnohomish.org. Please include "WIOA Formula RFP - Withdrawal" in the subject line of the email. **If an applicant has submitted a proposal in advance of the deadline but wishes to make a correction, the applicant must follow this withdrawal procedure and resubmit the revised proposal in advance of the submission deadline.** If an applicant does not withdraw a proposal by the due date, the proposal becomes the property of FWA and may be subject to public disclosure by the Freedom of Information Act.

SECTION IV: PROPOSAL NARRATIVE & PERFORMANCE OUTCOMES FORM

A. PROPOSAL NARRATIVE (75 points)

Bidders must complete and submit a Performance Outcomes Form in **Attachment A**. Bidders are also required to respond to all question requests in the Proposal Narrative section. Narratives should be written using concrete language and include quantifiable measurements whenever possible using **Attachment A - Performance Outcomes Form.**

B. EXPERIENCE AND ABILITY (20 points)

Describe your organization's mission, vision, values, and experience providing services similar to those described in this RFP. In response, address:

- **Federal Administrative Experience:** Highlight your organization's longevity, experience managing federal grants, and how this proposal connects to your mission and organizational goals.

- **Subaward Management:** Describe your experience in grant administration and subaward management, including your track record of meeting performance requirements.

- **WIOA or Similar Program Experience:** Share your history of operating and managing WIOA Title I-B or similar workforce development services. Include:
  - Program types administered (Adult, Dislocated Worker, Youth, or equivalent)
  - Program size, scope, and duration
  - Geographic areas served
  - Performance outcomes achieved

If you do not have direct WIOA Title I-B experience, describe equivalent experience with workforce development, employment services, youth development, or education/training programs that demonstrate your capacity to deliver the services outlined in this RFP.

2. Organizational Philosophy and Culture
Describe how your organization's philosophy and culture support high-quality WIOA service delivery. In response, address:

- **Core Values and Principles:** How your organizational values align with WIOA's emphasis on equity, customer service, and performance excellence

- **Organizational Culture:** How you cultivate a supportive, accountable culture for both staff and participants

3. Staffing and Supervision:
Demonstrate that your administrative, management, and frontline staff have the background, experience, and capacity to fulfill the proposed services effectively. Include:

- Proposed caseload expectations and ratios
- Supervision model and frequency
- Coaching and professional development approach
- Strategies to recruit, retain, and support qualified staff

C. RELATIONSHIPS AND COLLABORATION (10 points)

1. Partnership Strategy and Approach to Referrals
Describe your partnership strategy and approach to leveraging relationships with the WorkSource system, community-based organizations, and resource agencies to support participant outcomes. In response, address:

- Existing Partnerships:
    - Which existing relationships will help you successfully deliver services and connect participants to needed resources (e.g., food assistance, housing, childcare, healthcare, tuition support, training, veterans services, etc.)?
    - How will you leverage these partnerships to help participants achieve stability, training readiness, job readiness, and self-sufficiency?

- Outbound Referrals:
    - Describe your process for identifying when a participant needs services outside of WIOA Title I-B and how you will connect them to appropriate providers.
    - How do you ensure that referrals are timely, tracked, and result in participants receiving the support they need?
    - Provide examples of partnerships or referral relationships that have successfully connected participants to critical resources.

- Inbound Referrals:
    - How will you work with WorkSource system partners, connection sites and external community organizations to receive referrals of individuals who may be eligible for WIOA Title I-B services?
    - What strategies will you use to facilitate referrals from partners, and how will you assess whether referred individuals are suitable for and interested in WIOA Title I-B enrollment?
    - As allowable, how will you ensure appropriate follow-up and communication with referring

partners, regardless of whether a referral results in enrollment? What challenges do you anticipate?

- Developing New Partnerships:
  - Identify any gaps in your current partnership network and describe your plan to develop or expand relationships that will enhance participant access to resources and improve outcomes.
  - What value will these new partnerships bring to participants and to the achievement of their goals and WIOA performance indicators (Reference Attachment C)?

2. Recent Collaboration and Accomplishments

- Describe recent collaboration, coordination, and partnerships with organization(s) that support participant outcomes.
  - Bidders may highlight partnerships and experience in Snohomish County or provide examples from delivering WIOA or similar workforce services in other jurisdictions. Describe how your experience demonstrates your ability to build effective partnerships, coordinate referrals, and connect participants with needed resources and services.

3. Coordination with the WorkSource System

- Describe how you will coordinate with WorkSource system partners to ensure seamless service delivery and effective referral processes.

- How will you participate in system-wide initiatives, partner meetings, and collaborative efforts to improve access and outcomes for customers across the workforce system?

D. PROGRAM DESIGN (45 points)

1. Describe how your overall approach and program design will ensure comprehensive, high-quality services from recruitment and enrollment through exit and follow-up.

- Discuss how your model includes access to or direct provision of the 14 mandated WIOA Youth Program Elements (TEGL 21-16), including consumer choice. Which will you prioritize?

- Describe your organization's experience and expertise in serving in-school (ISY) and out-of-school youth (OSY), as defined by WIOA in local and state policy. Explain how this experience and expertise support outcomes for participants, specifically in terms of achieving common measures and self-sufficiency.
  - If you are proposing to include a secondary subrecipient to support Youth-specific services, describe this organization's experience and expertise throughout this section, specifically addressing:
    - The organization's history and mission
    - Experience serving in-school youth (ISY) and out-of-school youth (OSY)
    - Demonstrated success in achieving WIOA Youth performance outcomes
    - Specific Youth program elements the secondary subrecipient will deliver
    - How the primary and secondary subrecipients will coordinate service delivery

2. Describe your plans for targeted outreach, recruitment, and engagement of potentially eligible customers. Please include specific strategies to enroll Adults, Dislocated Workers, and Youth from the WIOA Priority Populations. Explain how these strategies will be effective. Describe how you will:

- Facilitate access to and/or develop work-based learning opportunities (Work Experiences, or WEXes) for Adult, Dislocated Worker, and Youth participants that will result in positive outcomes.
- Connect Adult, Dislocated Worker, and Youth participants to a range of education and training

services and support them through completion of those programs. This includes Occupational Skills Training offered by local education/training partners, On-the-Job Training, and pre-apprenticeship and apprenticeship programs.

3. Describe your organization's approach to case management and explain how it supports high-quality WIOA service delivery. In response, address:

- Case management model and workflow: Through intake to exit, including assessment, Individual Service Strategy/Individual Employment Plan development, service coordination (education, training, supportive services), co-enrollment and warm handoffs with One-Stop partners, and follow-up.
- Participant engagement and retention: Strategies for priority populations, language access and ADA-compliant accessibility, digital literacy, scheduling flexibility, and approaches such as motivational interviewing or peer support.
- Data and continuous improvement: Systems and processes for data entry and quality, performance monitoring against WIOA indicators, use of dashboards/reviews, participant feedback loops, and corrective actions.

4. Explain how you will meet performance measures and outcomes while providing quality, customized services. Please outline:

- How you will manage subaward expenditures, performance measures, and outcomes
    - Our area (and state) has consistently underperformed on Credential Attainment and Measurable Skills Gains (see Attachment C). Please elaborate on how you plan to improve performance with these specific measures.
- How you will manage the division of In-School Youth and Out-of-School Youth expenditure requirements and thresholds (noting that the **maximum** percentage of in-School Youth served may be modified to up to 50%).
- How you will meet the 20% Youth work experiences expenditure requirement
- How you will maintain your staff-to-participant ratio
- How you will maintain consistent participant engagement to support the attainment of participant outcomes.
- How you will provide follow-up services to help participants remain employed and/or earn post-secondary training credentials
- How you will ensure continuous quality improvement

5. Describe the technology, best practices, and innovative solutions you will use to address the following:

- Facilitate remote/virtual career services
- Outreach, recruitment, and services to people with limited access to reliable technology
- Communication with participants in ways that meet their needs and preferences
- Effectively utilize Workforce Compass in service delivery
- Maintaining timely and quality data entry in the statewide customer management information system

6. What training, knowledge, or experience does your organization have in providing services relevant to the populations that the WIOA program serves?

SECTION V: BUDGET NARRATIVE AND BUDGET FORM

A. BUDGET FORMS (25 points)

1) Budget Forms (F, G, H, and I). **No Page Limit**
    a) Please complete budget forms F, G, H and I. **Download this form at**: https://www.workforcesnohomish.org/aboutus/reports/
    b) Please complete the Budget forms F, G, H, and I for PY 25/26 (June 3, 2026 – June 30, 2027), reflecting your organization's proposed plan to maintain continuity of service and staffing plans.
    c) **Exhibit F**: Please include all expected expenses divided into the line items/categories provided which align to your budget narrative (Exhibit I).
    d) **Exhibit G – Personnel Detail**: Aligned with the applicable lines in Exhibit F, detailed salaries, and benefits costs for assigned personnel.
    e) **Exhibit H – Leveraged Resources:** If applicable, please include any leveraged resources in the "Leveraged" section at the bottom of the budget in Exhibit F and detail in Exhibit H. Include known cash values or estimate in-kind leveraged resources. Please see 2 CFR 200.306 for context.
        i) A cash match or cost-sharing is a direct project expense a partner provides as your contribution to the project – your cash expenditures for costs related to this specific program, such as program-related staff salaries, consultant's fees, equipment rentals and travel costs.
        ii) In-kind leverage valuation" refers to the process of assigning a monetary value to non-cash contributions (like goods or services) that are used to "leverage" a project or initiative, meaning they are used alongside other funding sources to increase the overall impact or value of the project, while not directly contributing cash; essentially, it's determining the financial worth of something given as a non-monetary contribution, like donated supplies, equipment, property, or services to demonstrate its contribution to the project's overall budget and success.

f) **Exhibit I - Budget Narrative**: Applicants must demonstrate experience and ability to successfully manage federal, state, or local government funds in an effective and compliant manner.
   i) The budget narrative should crosswalk with the Budget forms, providing a description of how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. Leveraged resources, if applicable, should be noted.
g) Budgets are subject to negotiation including provisioning for an earlier start date. Budgets will be reviewed for reasonableness in relation to the proposed delivery model.

Secondary Subrecipient Budget Requirements:

Applicants proposing the inclusion of a secondary subrecipient for Youth services should reflect all costs associated with the secondary subrecipient in the **subcontract line item** of Exhibit F only. Provide supporting details in the budget narrative (Exhibit I), including:

- Total amount to be subcontracted
- General categories of costs (e.g., personnel, direct services, administration)
- Justification for the subcontract amount
- Description of services the secondary subrecipient will provide

The secondary subrecipient's detailed budget will be required during contract negotiations if the proposal is selected for award.

Budget forms may be uploaded to the application portal as Excel documents or PDF.

SECTION VI. REQUIRED ATTACHMENTS

A. Risk Assessment and Compliance Narrative (10 pages maximum)

a. Federal Funds Management Experience

- Describe your organization's experience managing federal and state grant funds, specifically WIOA federal grant funds or equivalent. Include:
  - Total number of years your organization has been in existence
  - Number of years managing federal grants
  - Total annual federal grant funding currently managed
  - Describe your organization's experience and training with Federal Uniform Guidance (2 CFR 200). Include:
    (a) Dates and staff positions of any training attended by current employees
    (b) Any program and fiscal staff who have received specific training in U.S. Department of Labor and WIOA-specific guidelines
- Does your organization operate on a cash or accrual-based accounting system?
- Provide a list of your organization's key finance positions and the tenure of current incumbents in those roles.

b. Accounting Systems and Internal Controls

- Does your organization's accounting system identify receipts and expenditures separately for each award or fund source? If not, how do you plan to address this requirement if selected as a subrecipient?
- Describe your organization's system to collect and process staff time and effort reporting. Explain how this complies with Uniform Guidance requirements.
- Describe your organization's experience managing participant support costs and/or support services payments. What key controls does your organization have in place to prevent fraudulent

activity?

c. Compliance and Monitoring History

- Describe any experience with federal or state monitoring and, if applicable, how you addressed any findings.
- Describe any past fraud charges or fraudulent activity faced by your organization or members of your consortium. How were they addressed?
- Is there any pending litigation your organization or a member of your consortium is facing? If so, please describe.
- Is your organization currently or previously suspended or debarred? If so, how have you corrected the deficiencies that led to the suspension or debarment?

d. Conflict of Interest Management

- Identify any potential conflicts of interest arising from relationships with training service providers or other service providers in the WorkSource system.
- If applicable, describe your firewall policies and procedures to address conflicts of interest.
- Explain how you will maintain neutrality among all WorkSource partners.

e. Organizational Structure and Subrecipient Management

- Describe your organization's structure from CEO to direct services staff, including the chain of command, departments, and services. Explain where proposed WIOA Title I-B services will fit within your organizational structure.
- If applicable, describe the relationship and reporting structure with your proposed secondary subrecipient.
- If proposing a secondary subrecipient, describe your organization's process for assessing risk, specifically addressing:
- Assessed capabilities to meet required programmatic components (individually or in coordination with primary subrecipient)
- Capacity to achieve WIOA performance indicators
- Fiscal and administrative capabilities
- Your monitoring plan and frequency

B. Additional Documentation (No Page Limit)

- **Risk Assessment Questionnaire** (Please have the person who oversees your Finance department complete the excel questionnaire).
    - The **Risk Assessment Questionnaire** is available for download under the "Forms" tab located on the Workforce Snohomish website. https://www.workforcesnohomish.org/aboutus/reports/
- Cost Allocation Plan or written policy/procedures
- Fiscal audits for the last two (2) years, including disclosure of any unresolved audit findings.
- Single audits for the last two (2) years if threshold requirements were met per 2CFR200 Subpart F and including disclosure of any unresolved audit findings.
- Workforce-related monitoring reports from the last two (2) years, if applicable (if more than five (5) monitoring reports are available, limit submission to five (5) reports, including reports with findings or items to address) for both the primary applicant and second-tier subrecipient (if applicable)
- Copy of indirect cost rate negotiated with federal or state cognizant agency, if applicable.
- Provide an organizational chart that clearly delineates all customer-facing staff, supervisory staff and fiscal/administrative staff who will have responsibilities connected to your proposed services delivery model.

- Current liability insurance (attestation only on Organizational Information form, **do not** submit this documentation).
- **If proposing a second-tier subrecipient as part of response**, bidder must provide the organization's formal Subrecipient Management policy or written procedures.
- **NOTE:** If any of these requested additional documents are not applicable, please explain/confirm in brief statement and upload with your additional documentation.

It is recommended that Additional Documentation be uploaded in a single PFD file for submission; however separate files will also be accepted.

SECTION VII: GENERAL PROVISIONS AND DISCLAIMERS

Proposal Submission and Review

- This RFP does not commit FWA/WFS to award a subaward agreement.
- No costs will be paid to cover preparing a proposal or negotiating an agreement.
- Proposals must follow the format and adhere to all requirements in this RFP.
- FWA may require selected bidders to attend oral interviews, participate in negotiations, and revise their statements of work during subaward negotiations.
- FWA reserves the right to accept proposals with minor clerical errors (e.g., misspellings or similar inconsequential errors).

Award Decisions and Funding

- Subaward is subject to receipt of funds by WFS, successful subaward negotiation, and approval by FWA.
- FWA may decide not to fund part or all of a proposal, even if it has a high overall score, if services are not needed, costs are higher than reasonable, or past performance raises concerns about the bidder's capacity.
- FWA may choose not to award to the bidder with the lowest cost or highest rating when considering other factors, such as balancing services to customers.
- Additional funds received by FWA/WFS may be awarded by expanding existing programs or considering proposals not initially funded. These decisions are at the discretion of FWA and WFS.
- The FWA reserves the right to determine both the number and funding levels of agreements finally awarded, depending on overall fund availability and other factors.
- Bids submitted that exceed the maximum amount of funds specified for this RFP will be rejected.
- FWA and WFS reserve the right to reject any or all proposals received and to negotiate with any or all bidders on proposal modifications.

Compliance and Legal Requirements

- Proposals submitted for funding must be consistent with WIOA legislation and rules, all applicable federal regulations, State of Washington policies, and FWA/WFS policies and procedures.
- Bidders selected for funding must ensure compliance with 2 CFR Part 200.
- All bidders must ensure equal opportunity for all individuals. No individual shall be excluded from participation in, denied benefits of, or subjected to discrimination under any WIOA-funded program because of race, color, religion, sex, national origin, age, disability, English proficiency, political affiliation, or belief.
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
- All data, material, and documentation originating from and prepared by bidders pursuant to the subaward shall belong exclusively to FWA and be subject to disclosure under public records and/or the Freedom of Information Act.

Subrecipient Responsibilities and Liabilities

- Bidders must accept liability for all aspects of any WIOA program conducted under contract with WFS, including any disallowed costs, illegal expenditures, or improper program operations.
- Bidders who have proposals accepted and funded will allow WFS and all local, state, and federal representatives access to all WIOA records, program materials, staff, and participants.
- Bidders are required to maintain records in accordance with local policy.
- Bidders will be expected to adhere to WFS procedures to collect and verify data and submit accurate monthly reports and invoices to WFS.

Performance and Contract Modifications

- Reductions in funding or any subaward agreement may be considered during the performance period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the subaward agreement, or when anticipated funding is not forthcoming from federal or state governments.
- FWA reserves the right to cancel an award immediately if new state or federal regulations or policy make it necessary to substantially change the program purpose or content or to prohibit such a program.

Cost Representation

- The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged to any other entity for the same services performed by the bidder.

ATTACHMENT A: PERFORMANCE OUTCOMES FORM
(July 1, 2026- June 30, 2027)

The below charts include estimates of carry-in participants from the current program year (July 1, 2025 – June 30, 2026) to the next program year (July 1, 2026 – June 30, 2027).

Adult Performance Outcomes Summary	
Total Participants Served	
Total Proposed Budget	$
Total Cost Per Participant (Participants Served/Total Budget)	

Adult		2026	2026	2027	2027	Total
Proposed Performance Outcomes	Carry-in	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Enrollments	60					
Enrolled in Training Services	-					
Exits to Employment	-					

Dislocated Worker Performance Outcomes Summary	
Total Participants Served	
Total Proposed Budget	$
Total Cost Per Participant (Participants Served/Total Budget)	

Dislocated Worker		2026	2026	2027	2027	Total
Proposed Performance Outcomes	Carry-in	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Enrollments	60					

Enrolled in Training Services	-					
Exits to Employment	-					

Youth Performance Outcomes Summary	
Total Participants Served	
Total Proposed Budget	$
Total Cost Per Participant (Participants Served/Total Budget)	

Youth		2026	2026	2027	2027	Total
Proposed Performance Outcomes	Carry-in	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Enrollments	40					
Exits to Post-Secondary Education	-					
Exits to Employment	-					

ATTACHMENT B: REQUIRED FORMS

Budget and Budget Narrative Forms

Required budget and budget narrative forms are available at: https://www.workforcesnohomish.org/aboutus/reports/ in the forms section. These forms must be downloaded, completed and uploaded to the application portal.

- Organizational Budget and Budget Narrative (Microsoft Excel) format
- Organizational Budget and Budget Narrative (Google Workspace version)

Risk Assessment Questionnaire is available at: https://www.workforcesnohomish.org/aboutus/reports/ in the forms section. This form must be completed by the Primary Applicant and uploaded to the application portal.

ATTACHMENT C: PY24 COMMON MEASURE DATA

The Washington Workforce Training & Education Coordinating Board (WTB) is the designated state agency to review and publish official WIOA Title I-B performance metrics and targets. See up to date metrics and targets here.

PY24 Performance Metrics Table

Program Metric	Common Measure	PY 24/25 Initial Targets	WFS PY 24 Annual Report (AR)	AR Percentage of Target	Average metrics per program (>=90%)
Adult	Employment Q2	66.30%	66.1%	99.7%	
Adult	Employment Q4	66.50%	72.4%	108.9%	
Adult	Median Earnings	$12,000.00	$16,709	139.2%	
Adult	Credential Attainment	63%	84.0%	133.3%	
Adult	Measurable Skill Gain	51.90%	54.4%	104.8%	117%
Dislocated Worker	Employment Q2	67%	76.6%	114.3%	
Dislocated Worker	Employment Q4	67.80%	74.9%	110.5%	
Dislocated Worker	Median Earnings	$15,043.00	$15,141	100.7%	
Dislocated Worker	Credential Attainment	50%	75.6%	151.2%	
Dislocated Worker	Measurable Skill Gain	58.10%	51.8%	89.2%	113%
Youth	Employment Q2	60.60%	51.6%	85.1%	
Youth	Employment Q4	52.10%	63.4%	121.7%	
Youth	Median Earnings	$4,400.00	$4,096	93.1%	
Youth	Credential Attainment	50%	38.6%	77.2%	
Youth	Measurable Skill Gain	50%	26.1%	52.2%	86%
Average Across Programs (=>90%)	Employment Q2			99.7%	
Average Across Programs (=>90%)	Employment Q4			113.7%	
Average Across Programs (=>90%)	Median Earnings			111.0%	
Average Across Programs (=>90%)	Credential Attainment			120.6%	
Average Across Programs (=>90%)	Measurable Skill Gain			82.1%	

Annual Report (AR) numbers are finalized, but the PY24/25 Initial Targets may still be adjusted higher or lower depending on the statistically adjusted model (SAM) locally. Based on initial targets, Youth average metrics per program is below the 90% required threshold, as is the Average Across Programs is also below this threshold for Measurable Skills Gains. Individual program and metric percentages of targets (the column “AR Percentage of Target”) must reach at least 50%.