



**Northern Tier Regional  
Planning and Development Commission**

**Northern Tier  
Workforce Development Board**

**Request for Proposal**

**Temporary Assistance for Needy Families  
(TANF)**

**Program Year 2016**

**July 1, 2016 – June 30, 2017**

## **TANF Youth Program Overview**

The Commonwealth of Pennsylvania has provided funding support from the Temporary Assistance for Needy Families (TANF) block grant to local workforce boards and their youth committees for the purpose of enhancing workforce development funding and extending the availability of high quality youth workforce development activities to low-income youth.

The Northern Tier Workforce Development Board and its Youth Committee are seeking proposals from high-performing youth organizations with proven capacity and experience in designing, implementing and administering successful youth programs towards eligible youth. Only programs that support and benefit young people between the ages of 5 and 18, who are TANF recipients or whose household income is at or below 235% of the Federal Poverty Income Guidelines (FPIG) and are within our five county region (Bradford, Sullivan, Susquehanna, Tioga and Wyoming) will be considered. The Northern Tier WDB and its Youth Committee expect project focus to be on activities for youth who:

- Are identified as at risk of dropping out of school
- Have a disability
- Are court-involved or at risk of involvement
- Are children of incarcerated parent(s)
- Are in foster care or aging out of foster care
- Are homeless or runaway
- Are pregnant or parenting
- Are in need of additional assistance to enter or complete an education program or to secure or hold employment
- Are migrant

### **TANF Performance Goals and Objectives:**

While TANF projects can be conducted year round (July 1, 2016 – June 30, 2017), they should be designed to provide long term benefits to youth participants. Allowable activities include:

- Education and training
- Supportive Services
- Transportation for employed persons for the purpose of attending work or training
- Work subsidies for eligible youth
- Counseling and employment related activities
- Purchase of tools, uniforms or clothing necessary to perform work duties

## Request for Proposal Guidelines

To implement TANF programs, the Northern Tier Workforce Development Board is seeking organizations to provide services for eligible youth as described above in Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties. Public agencies qualified to assist TANF youth by providing them with meaningful work and educational activities may submit a program proposal (one electronic copy) to [mccarty@northerntier.org](mailto:mccarty@northerntier.org).

Proposals should consist of a program narrative and must include a description of services to be provided through a variety of activities in a group setting. Recipients will be required to provide NTRPDC with proof of eligibility for program participants. Topics to be covered should include:

- Outreach and Recruitment
- Orientation and Assessment
- Program Activities
- Staffing Plan
- Supportive Services
- Program Outcomes

A proposed time schedule for program activities must be included and show the number of hours of direct services to be provided.

A fully delineated line item budget must be attached which describes program costs. These costs may include:

- Operational Expenses
- Program Staff Salaries and Fringe Benefits
- Other Program Expenses
- Supportive Service Funds (Participant Expenses such as books, materials, etc.)

Leveraged Resources—List other resources that contribute to the delivery of the proposed program. Include budget item with a brief description, actual or estimated amount and source that contributes to the delivery of the proposed program, if applicable.

Project proposals to NTRPDC should be in the amount of \$1,000-\$3,000. Proposals will be accepted and awarded from now until December 31, 2016. NTRPDC may enter into a discussion with an applicant regarding budget amounts, use of funds, additional information, etc. as deemed necessary prior to approval. This RFP is not an offer. Successful applicants will have the opportunity to enter into discussions for the purpose of arriving at a common understanding of essentials such as requirements, schedules, participant requirements, terms, etc. The proposal process is competitive and follows government procurement rules.

Any questions regarding this solicitation may be addressed to Jody McCarty, NTRPDC Workforce Program Manager at 570-265-1516.