

Cover Sheet

Organization Name:	
Organization Address:	
EIN:	
Primary Contact Name:	
Primary Contact Title:	
Primary Contact Email Address:	
Primary Contact Phone Number:	
XBE Status & Leadership Representation:	

Authorized Signature & Certifications

- ☐ I certify that all information is accurate.
- ☐ I agree to comply with WIOA Youth regulations.
- ☐ I agree with the required reporting and fiscal accountability standards.

The undersigned affirms that they are authorized to submit this proposal on behalf of the organization.

Authorized Representative Name:

Title:

Digital Signature:

Date:

***Please complete all sections before applying a digital signature. Once signed, the document will be locked and cannot be modified.**

2. Organizational Qualifications & Capacity

(Maximum 5,000 characters including spaces)

Describe your organization's mission, experience, staffing capacity, administrative readiness, and demonstrated ability to effectively serve Out-of-School Youth and manage WIOA-funded programming.

3. Outreach, Recruitment, & Participant Engagement

(Maximum 5,000 characters including spaces)

Describe your organization's strategy for identifying, recruiting, and engaging disconnected youth and young adults, including outreach approaches, referral partnerships, and community-based engagement strategies. Describe how your organization would receive referrals from YES Indy service providers, assess referred participants, and communicate referral decisions back to those providers.

4. Program Design & Integrated Service Delivery

(Maximum 5,000 characters including spaces)

Describe how your organization delivers WIOA out-of-School Youth services as an integrated participant journey from engagement through follow-up, including the role of Career Navigators and use of Individual Service Strategies. Explain how staff would coordinate assessment, service planning, and case management with YES Indy service providers for jointly served participants.

5. Employer Engagement, Training, & Career Pathways

(Maximum 5,000 characters including spaces)

Describe how participants are connected to occupational skills training and employment opportunities aligned with in-demand careers and long-term advancement.

6. Participant Support, Retention, & Barrier Removal

(Maximum 5,000 characters including spaces)

Describe how your program supports participant persistence, addresses barriers, and promotes retention and advancement.

7. Performance Measurement, Data, & Continuous Improvement

(Maximum 5,000 characters including spaces)

Describe your organization's approach to data management, performance tracking, continuous improvement, compliance monitoring, and participant outcome measurement.

8. Budget Request

Provide a budget and narrative that aligns proposed costs with the service model, demonstrating fiscal responsibility and cost effectiveness.

Budget Category	Amount (\$)	Budget Narrative / Justification (brief)
Personnel & Fringe		
Direct Participant		
Work Experience (WEX)		
Staff Development & Travel		
Admin/Overhead		
Total	\$ 0.00	

Number of Students to Be Served: _____

Cost per Participant: \$ _____

9. WIOA 14 Service Elements Plan

Service Element	In-House?	Partner Name(s) / Notes
Tutoring / dropout prevention	☐	
Alternate school / dropout recovery	☐	
Paid or unpaid work experience (WEX)	☐	
Occupational skills training	☐	
Education + workforce prep (integrated)	☐	
Leadership development	☐	
Supportive services	☐	
Adult mentoring (12 months)	☐	
Follow-up Services (12 months)	☐	
Guidance/counseling	☐	
Financial Literacy	☐	
Entrepreneurship training	☐	
Labor market information	☐	
Post-Secondary prep	☐	

10. Projected Performance Outcomes

Provide proposed numeric targets for all required performance measures for the contract term and describe the plan and methods to be used to meet these goals.

Proposed Performance Goals	Employment Q2 Goal	Employment Q4 Goal	Median Earnings	Credential Rate	MSG
Out-of-School Youth					

Describe the methodology used to determine the proposed performance targets, including any data sources, assumptions, and factors considered. Additionally, explain how the proposed plan and service strategies will support achievement of these goals.

(Maximum 2,000 characters including spaces)