

REGION VI WORKFORCE DEVELOPMENT BOARD
WORKFORCE AND INNOVATION OPPORTUNITY ACT (WIOA)
OUT-OF-SCHOOL YOUTH SERVICES TECHNICAL ASSISTANCE CONFERENCE
February 13, 2026, 1:00 p.m., Region VI Workforce Development Board, White Hall

In attendance: Region VI Workforce Development staff: Maria Larry, Shelly McCauley

Human Resource Development Board staff: April Pierson

Ross Innovative Employment Solutions staff: Wade Coffindaffer
Lynn Fournier (via Zoom)

Vine Learning and Discovery staff: Melissa Aguilar Southard (via Zoom)

The purpose of the Technical Assistance Conference for the Workforce Innovation and Opportunity Act (WIOA) Request for Proposals (RFP) conference was to provide guidance and clarification to prospective applicants regarding the RFP requirements, application procedures, funding priorities, eligibility criteria, performance expectations, and submission deadlines. The following questions were presented and answered:

1. What is the anticipated funding for one year? Can you provide the budget forms in an excel or word format?

Region VI Workforce Development Board (WDB), Executive Director, Maria Larry stated that the WDB has not received information regarding the PY26/FY27 budget yet. However, she gave an estimate of \$355,000 based upon last program year's initial budget and stated that any carryover from the current year's budget could potentially be added to the contract. Amy Hall has the forms in a Word Document and can send those to everyone. Shelly McCauley can also make these forms PDF fillable.

2. Office space-Will there be available space on site in the Career Centers? Can you provide Attachment K? (not provided in the RFP)

Before the conference, Amy Hall stated that there was no Attachment K (her mistake) – The information on contacts for office space is at the bottom of Attachment J.

Maria Larry explained that there are currently two youth career planners who provide WIOA services in the thirteen-county region. One youth career planner is in the north portion of the state, at the Fairmont Comprehensive One-Stop Center in Veteran Square in Fairmont. Another youth career planner is in Elkins at office space in the Days Inn building on Harrison Avenue. Office space may be available at the Workforce WV Career Center sites for \$300/month. Phone and internet is not available at the Workforce centers.

3. How many youth are currently enrolled year to date?

There are currently 14 out-of-school youth enrolled.

4. How many youth have participated in a work experience year to date?

REGION VI WORKFORCE DEVELOPMENT BOARD
WORKFORCE AND INNOVATION OPPORTUNITY ACT (WIOA)
OUT-OF-SCHOOL YOUTH SERVICES TECHNICAL ASSISTANCE CONFERENCE
February 13, 2026, 1:00 p.m., Region VI Workforce Development Board, White Hall
There are 4 youth participating in work experience in the current program year.

5. What is the anticipated funding for the transition budget?

Maria stated she is expecting an estimated \$25,000 budget for transitional costs, although that is negotiable.

6. Can you further explain the MOU requirement prior to contract award to be included in the proposal? Will partners consent to this if the bidder is currently not part of the Region VI One Stop Partner Network?

A letter of agreement is sufficient from the One-Stop Operator – no need to execute a full MOU until the contractor enters into contract with the WDB.

7. What were the supportive services costs for the last complete program year?

Transportation - \$2,450

Certificate Attainment Bonus-\$2,200

Testing Fees-\$100

Miscellaneous Support Svc- \$1,700

Classroom Stipend- \$40,935.20

Measurable Skill Gains Incentive- \$3,600

All supportive services and incentives payments are paid to the participants by the contractor and included in the contract budget.

8. What improvements/growth areas are you looking to see within the program services?

Maria stated that the improvement and goals for the upcoming program year(s) include increased enrollment, improved performance, increased participant engagement in suitable work experience, and well-rounded services focusing on all 14 youth elements. The goal for youth enrollment is roughly 50-60 youth enrollers but is dependent on the budget.

Challenges for meeting the goals and improvement stated include serving a vast area comprised of thirteen counties with just two youth career planners. Maria stated that additional youth staff and location of those staff would be negotiable.

Also, the amount of Youth funding in the region is fairly small given the size of the region. Maria stated that the Fiscal Director frees up as much as possible of the youth budget to go to contractors, but some funds are needed for the general operating expenses of the WDB, such as MACC invoice, One Stop operations, etc.

The Region VI PY25 Quarter 1 Quarterly Performance of WIOA Participants with a Training Service was provided to attendees. Maria also stated that performance reports for all regions are now available on the Workforce WV website for future reference.