

WIOA Young Adult Program

Chapter 16: Procurement of Youth Services Under WIOA

Summary

The Workforce Innovation and Opportunity Act of 2014 (WIOA) and the Uniform Guidance establish administrative requirements, procurement standards, and methods of procurement for WIOA Title I youth programs. Section 123 of WIOA requires each Local Workforce Development Board (LWDB) to award grants or contracts on a competitive basis to providers of youth workforce investment activities. However, a LWDB may also choose to adopt a board resolution identifying the WDA staff as the provider of services. If service providers are selected through a competitive process, this policy requires WDAs/LWDB's to establish local procurement policies and procedures for procurement of property and services required to carry out WIOA Title I youth programs. The policies and procedures must adhere to the stricter, as appropriate, of state and local procurement laws and the relevant laws, rules and policies listed below. The CEO, LWDB, administrative representatives and fiscal agent(s) will be referred to as "Administrative Entity" throughout this policy to improve readability and are individually identified when necessary.

Youth service providers must be selected based on their ability to provide youth program activities as well as the ability to meet performance accountability measures. The LWDB shall be responsible for conducting oversight of all selected youth service providers, as well as any subgrantees the service provider(s) may use.

Local WIOA Title I youth programs are not required to use WIOA program funds for the procurement of the 14 required program services and are encouraged to leverage partner resources to provide some or all services. If a program service is not funded with WIOA program funds, the LWDB or applicable Title I service provider must:

- have a written agreement (Memorandum of Understanding, or MOU) with each partner provider to ensure that the negotiated service will be offered; and
- ensure that the service is closely connected to and coordinated with the program.

Relevant Laws, Rules, or Policies

[Workforce Innovation and Opportunity Act \(Public Law 113-128\)](#)

[WIOA Final Rule \(Dated 08-19-2016\)](#)

[WIOA Final Rule: Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions \(Dated 08-19-2016\)](#)

[2 CFR 200 \(Uniform Administrative Requirements\)](#)

[2 CFR 2900 \(Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-14 \(Dated 3-26-15\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 19-14 \(Dated 2-19-15\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 08-15 \(Dated 11-17-15\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 21-16 \(Dated 3-2-17\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 14-18 \(Dated 3-25-19\)](#)

[U.S. Dept. of Labor Training and Employment Notice No. 22-19 \(Dated 4-3-20\)](#)

[U.S. Dept. of Labor Training and Employment Notice No. 25-19 \(Dated 6-8-20\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 21-16, Change 1 \(Dated 7-30-21\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 10-16, Change 3 \(Dated 6-11-24\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 07-18, Change 1 \(Dated 7-10-25\)](#)

[U.S. Dept. of Labor Training and Employment Guidance Letter No. 23-19, Change 3 \(Dated 12-1-25\)](#)

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Policy

The provisions of this policy apply to Administrative Entities in their role as pass-through entities that award subawards to subrecipients to carry out part of the local WIOA Title I youth program.

Administrative entities must follow the procurement standards established in the Uniform Guidance, key provisions of which are summarized below to stress their importance. Each Administrative Entity must:

- Have a written agreement (Memorandum of Understanding, or MOU) with each partner provider to ensure that the negotiated service will be offered; and
- Ensure that the service is closely connected to and coordinated with the program.
- Use its own documented procurement policies and procedures, provided they at least conform to the standards in the Uniform Guidance;
- Maintain written standards of conduct covering conflicts of interest and governing the actions

of its employees engaged in the selection, award, and administration of subawards and contracts;

- Maintain written standards of conduct covering organizational conflicts of interest if the administrative entity has a parent, affiliate, or subsidiary organization that is not a state or local government;
- Maintain, retain, and provide access records detailing the history of procurement;
- Conduct all procurement transactions in a manner that provides fair and open competition that is fully transparent;
- Ensure that subawards are not awarded to third parties that are debarred, suspended, or excluded from or ineligible for participation in Federal programs;
- Award subawards to third parties capable of successful performance under the provisions of their respective agreement;
- Maintain adequate oversight and monitoring to ensure that subrecipients perform according to the provision of their respective grant agreement; and
- Be responsible for the settlement of all contractual and administrative issues arising out of agreements.

Related Links

[DEED Young Adult Website](#)