

**DATE:** August 13, 2025  
**TO:** Executive Committee  
**FROM:** Noramah Burch, Youth Program Manager  
**RE:** **Approve Selection of Workforce Innovation & Opportunity Act (WIOA) Youth Services Provider**

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### **RECOMMENDATION**

That the Executive Committee approve:

- 1) The selection of an additional Workforce Innovation & Opportunity Act (WIOA) Youth Service Provider
- 2) Issuance of award letters to the International Rescue Committee (IRC)
- 3) The Workforce Development Board of Contra Costa County (WDBCCC) to enter contract negotiations with the awarded organization in a cumulative amount not to exceed \$199,000.

### **BACKGROUND**

Competitive selection of WIOA service providers is required every four years. In accordance with regulations and on the recommendation of the Youth Committee, the Workforce Development Board of Contra Costa County approved the release of a Request for Proposals (RFP) for WIOA Youth Services. In addition to the 14 Youth Elements required by WIOA, the RFP addressed local priorities recommended and approved by the Board, including expanded work experience and continued investments in services for In-School Youth.

Under WIOA, there are two categories of youth: Out-of-School Youth and In-School Youth. WIOA requires that a minimum of 75% of the Youth allocation be spent on Out-of-School youth. WDBCCC and its Youth Committee recognize the value of dropout prevention and have elected to continue making WIOA funding available to both youth populations. To align with the A Stronger Workforce for America Act (WIOA reauthorization), the RFP also stipulated that 40% of the allocated funds must be spent on Work Experience.

WDBCCC recognizes three distinct regions of Contra Costa County, each with its own set of characteristics, needs, and assets: East/Far East, Central, and West. The RFP stipulated that bidders could serve any or all geographic sub-regions.

### **CURRENT SITUATION**

Due to a significant increase in the WIOA allotment for the 25-26 Program Year, the budget will support contracting with an additional service provider. Contracts with the Contra Costa County Office of Education and Mt Diablo Unified School District have already been executed. As the following highest scoring proposal with an average score of 87, the International Rescue Committee is uniquely positioned to provide WIOA Youth services to out-of-school youth with a focus on helping individuals

affected by conflict and disaster to survive, recover, and gain control of their future. Founded in 1933, IRC is a recognized 501(c)(3) organization addressing humanitarian needs. Operating in 30 U.S communities, including Oakland and five other California locations, IRC has a strong reputation for effective workforce development and youth programming.

In initial conversations, the International Rescue Committee intends to provide WIOA services throughout the county and serve a minimum of 23 Out-of-School Youth.

**FISCAL IMPACT**

\$199,000 of WIOA Youth funding for the provision of WIOA Youth Services.

For any questions, please contact Noramah Burch, Youth Program Manager, at 925-655-3811 or email at [nburch@ehsd.cccounty.us](mailto:nburch@ehsd.cccounty.us).