

## Youth RFP Bidders Conference 4.23.2019

### General Information Provided

Workforce Development Board would like a minimum of 20% In School Youth (ISY) but no more than 25%.

20% of the total Youth allocation must be spent on Work Experience. Policy on DCWIB website. The expectation for applying just for the Work Experience (WE) component is that at least 50% of the contract budget should be on youth wages.

If applying for the Work Experience Only: Expectation is that the majority will be used towards Youth wages. The agency would need to be set up to pay the youth through the agency's payroll. It would need to be the Youth officially enrolled in WIOA Youth program. Can't use WIOA dollars outside off WIOA. WE youth would need to move through the main Youth One Stop.

There is approximately \$130,000 available for just the WE component and \$390,000 for the general element provision contract (less the WE).

### Questions

1. *On page 26 item 1C states to attach a Program Element Chart, is this something the agency is creating or is it being provided?*

This would be provided by the agency applying to this RFP. There are 14 Program Elements required under WIOA. These should be listed on a chart and an explanation provided on how the element is being offered to Youth in the County. Agencies do not need to provide all the elements but must all 14 must be offered/available. Other providers can provide some of the elements but should have a letter of support for those other providers.

2. *Could you talk a little bit about the difference between an agency applying for the work experience only vs applying for the whole scope of services? How would that play out in terms of a Youth's experience would that WE agency be the primary point of contact or would they need to go through the agency that receives the full scope of services first?*

It would be a secondary. Youth must be determined eligible and enrolled.

3. *If an agency just applies for the WE component, would it be in the applicant's best interest to have a letter of support in their application from an agency that is applying for the full scope of services. Or would you match a successful WE applicant with a full scope of services applicant?*

There is a subcommittee of the Workforce Development Board which reads the proposals. The final decision as to whether the WE component would be split from the full scope of services rests with the Board. The WE component is not currently split from the rest of the Youth program. Agencies could have a partnership with another agency and would want to include a letter supporting that partnership.

4. *If an organization were to apply for the WE component and be successful but didn't apply in conjunction with an agency that was applying for the full scope of services then their collaborating partner would be Dutchess One Stop?*

It would be the Youth One Stop.

5. *So if the Youth goes to the Youth One Stop and were going through the 13 components of the program then at the WE point when the Youth One Stop would say here's one of our partners that provides WE and that's when the Youth would come to the WE agency.*

It would probably be more integrated than that. At some point in the service delivery process it would have to be determined that the Youth is ready for a WE which is determined by the Individual Service Strategy (ISS). Once that's listed on the ISS and what that is the two agencies would work together in placing the Youth in an appropriate WE.

6. *If not applying for the full program, does the application still need a customer flow chart and the staff responsible for the data base management as per the score sheet.*

Staff list Yes, Flow Chart Yes

7. *If there is an agency providing the full scope of services and 20% goes of their budget goes to WE, if you are the agency providing a youth WE are you the 20% of the bigger organization's budget?*

It would be separate contracts. Separate budget, it does not need to be 20% of the main contractors' budget. WIOA contractors cannot subcontract.

8. *An agency applying for just the WE portion submits a budget of \$100,000 does 20% of that budget need to go right to Youth wages or does the proportion differ because you're focusing just on the WE component?*

It will depend, applicants with a higher percentage of Youth wages may be viewed more favorably by the WDB.

9. *Are agencies responsible for recruiting youth into YOS or would YOS supply youth who are already enrolled.*

Only WIOA Youth enrolled and determined eligible through the youth One Stop (YOS.) But other agencies can refer potentially youth to YOS for eligibility determination.

10. *How important is the working knowledge of the OMB circular?*

The OMB is the Office of Management and Budget and holds the responsibility of administering the United States federal budget and overseeing the performance of federal agencies. Because the dollars connected with this contract is Federal money, contracts funded through WIOA must adhere to the guidelines issued in the Uniform Guidance (2 CFR § 200) and may be viewed here:

[https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

*11. Would an application be more competitive just applying for WE vs applying for the whole scope of services?*

A strong applicant for everything is probably preferred. If there is a strong provider for everything why split the Youth. These Youth need all the supports they can get so having two sets of workers may not be a bad thing. You can view it in both ways.

*12. Is the maximum funding for just the WE component that can be applied for \$130,000?*

Those figures are based on the tentative funding levels but may be subject to change based on actual figures and the allowable 20% carry over to the following funding year.

*13. The State in the past has had issues with the reporting coming out of OSOS. Are there any updates to the status of the reporting?*

With the transition to WIOA from WIA, the State stopped providing the performance reports. They are still collecting all the required information in OSOS and are starting to provide performance reports again.

*14. Are you allowed to talk about past trends of this funding? How many applications received were split between the full scope of services and WE only?*

NONE, we have only had full scope of services applicants previous to this year.

*15. The WE providing incentives vs paid employment vs unpaid WE. Is it preferable for an applicant for a WE to offer a diversity of compensation options or is the expectation that you are paying an hourly wage?*

Paid WE employment would need to be minimum wage. There is an Youth Incentive Policy which can be found on the DCWIB website. There would not be two incentive policies, incentives would be operated out of the YOS.

*16. Would preference be given to agencies serving 80% Out of School Youth (OOSY) and 20% ISY or if a focus was given entirely to OOSY.*

The Board has indicated that they would like to serve ISY. We are in support of a waiver for NY State to serve additional ISY. Wouldn't be wrong to put together an application supporting serving ISY. There are some areas that do not serve ISY at all.

*17. In the year that the Chamber was awarded the Youth contract, who provided the WE?*

The Chamber.

*18. What is the difference between WIA and WIOA?*

WIA – Workforce Investment Act of 1998

WIOA – Workforce Innovation and Opportunity Act of 2014

WIOA of 2014 amended WIA of 1998. Created a more comprehensive system designed to improve

You can reference the final guidance for comparison between the two pieces of legislation found at this link.

<https://www.federalregister.gov/documents/2016/08/19/2016-15975/workforce-innovation-and-opportunity-act>

*19. Regarding the Outcomes list on page 19 of the RFP. How much does the overall scope of services providing organization, are they accountable for measuring and then providing evidence that youth are stacking up to these measures vs the WE. In other words, if the Chamber provides the full scope of services and the Art Effect is a WE are we using the Chamber's system for evaluation and assessment for hitting these performance outcomes OR does the WE provider create their own system of evaluation and then bring it to the umbrella organization.*

OSOS is the database that is used in New York State. It compiles all the information that is required to measure the program requirements. If someone were to do the WE, anything that is WE related as far as the Common Measures go would be the responsibility of the agency providing the WE. There would need to be a discussion on ownership if the WE component were to be awarded separate from the full Youth program.

*20. Would it be beneficial to have a letter of support from an agency or organization applying for the full scope of services if you are just applying for the WE?*

Yes, but not required.

*21. In regards to data entry and reporting, the organization providing the full scope of serviced and a contractor would be an agency providing just WE.*

Appropriate records would need to be maintained in both a hard copy and electronic copy format for each participant. Must be available for audit by DOL. Would not want to speak for another agency to say they would house something that isn't there work and would not want to speak for DOL by saying that that would be ok. OSOS entry would need to be coordinated and input within five days

*22. It says single audit but a single audit is only required if an agency receives Federal funds above a certain threshold.*

The language in the RFP was updated to say single audit OR financial statements.

*23. I don't think it specifically requests that we submit to provide proof of insurance at this time*

Just need to attest that you can meet the insurance requirements.

24. *WE applicants are asked to demonstrate a history of placement of individuals with disabilities in employment? Could placement count as straight up employed individuals with disabilities or the applicant has facilitated a third party employment opportunity for an individual with disability.*

Jobs! Subsidized is OK, or straight out jobs. We used subsidized employment to help kids who can't get a job.

25. *In regards to Performance Outcomes (page 19) The measure of successfully placing youth in employment in the 2<sup>nd</sup> quarter after they have gone through the program, is it industry specific?*

No. However, if we've paid to have a Youth complete a training program the expectation is that they will be placed in a job in that field.

There are several baseline outcomes so there are no set goals. There is no formal guidance yet on how we track the skills gain measure. The TABE test and EFL levels are currently what is being used to measure skills gain. It is the EFL level gain that is looked at not the grade level gain.

26. *Would a proposal aiming to serve a specific part of Dutchess County be rated differently vs a proposal to serve the entirety of Dutchess County or does that not come into play because the Youth are coming through YOS for WE.*

It would have to be any Youth enrolled in the Youth program so wherever they are located in the County but it does tend to be the Poughkeepsie center.

27. *Please clarify exactly which application components are required for an agency submitting a proposal for just the work experience component?*

- Cover sheet
- Proposal Summary
- A Description of the Organization's experience serving the target population
- A Description of the Organization's capacity to run this Program
- Program Narrative (either for the full program OR Work Experience only)
- Description of the recruitment plan
- Budget