



2015 WIOA Out-Of-School Youth Request for Proposals



QUESTIONS & ANSWERS

Question #1: *If an agency is funded, will Chicago Cook Workforce Partnership allow an advance for program implementation? If yes, to what level will the advance be given? i.e. 20 percent of awarded amount?*

Answer: The Partnership is not allowing cash advances.

Question #2: *If contracts are cost-reimbursement only, what is the turnaround time for payment to vendor once reimbursement request is received by Chicago Workforce Partnership?*

Answer: The average turnaround time for vendor (provider) payment is 30 days.

Question #3: *Because most youth with disabilities are strongly encouraged to attend college, many youth with cognitive and learning disabilities take non-credit remedial courses at City Colleges because they do not meet the minimum academic requirements for enrollment in a degree or certificate program. Is this considered attending school?*

Answer: For the purposes of enrollment, youth participating in WIOA Title II Adult Education is not considered Attending School. The Partnership is requesting further clarification from the Department of Commerce and Economic Opportunity (DCEO) regarding the definition of “attending school”.

Answer: For the purposes of performance, the youth would not be considered enrolled in post-secondary education until they are accepted into the college. Please note that the participant should not be exited until s/he has shown that s/he is able to persist and succeed in college.

Question #4: *How does the Partnership define work-based experience in this program?*

Answer: The Partnership defines work-based learning experience on page 11 of the RFP as paid and unpaid work experience that have as a component academic and occupational education. This may include summer employment and other employment opportunities available throughout the year such as pre-apprenticeship programs, internships, job shadowing and on the job training (OJT).

Question #5: Regarding the personal contact information for Board members: our members prefer their personal phone numbers and mailing addresses to remain confidential and opt to use the agency's mailing address and phone instead. Please explain how this confidentiality request can be accommodated in the proposal response.

Answer: The Partnership requires contact information for the Board of Directors.

Question #6: Please clarify the maximum allowable wage amount that can be paid to the youth client and employer in the paid work experience model.

Answer: There is no maximum allowable wage amount established at this point in time. All payments must be reasonable for the type of work activity.

Question #7: Can bidders propose more than one of the four described models? If so, are separate proposal submittals required?

Answer: Yes. You can submit different proposals or submit one proposal containing all or parts of each program model. Separate proposals are not required. This decision rests with the respondent.

Question #8: Regarding "Priority Target Populations" on page 10 of the RFP, Chicago Public School SOAR Centers/Option Schools are listed. Are these youth considered "in-school"?

Answer: This RFP is for out-of school youth only. Students connected with or referred from the Chicago Public School SOAR Centers and Option Schools are not all considered in-school nor are they all considered out of school. Note that the school status for the youth at the point of enrollment is the key criteria. Once enrolled as an out of school youth, the youth may then enroll into school and still be considered out of school.

Question #9: The RFP requires that bidders identify specific sites where services will take place. Is it possible to offer satellite centers throughout the county? If so, would we need to write a separate proposal for each proposed service location?

Answer: Respondents can submit one proposal inclusive of multiple sites or submit a proposal for each unique site. The decision rests with the respondent.

Question #10: What is the average cost per participant in WIA/WIOA Youth?

Answer: The average cost per out of school youth served under WIA was approximately \$3000. However please note that WIOA is different legislation than WIA and requires 20% of funding spent on work-based learning.

Question #11: How many clients per career coach is expected by CCWP?

Answer: The caseload range for WIA youth was 25-40 customers.

Question #12: Currently, when a customer is exited for Post-Secondary education, they are automatically put into the ADC measure. However, with WIOA and the Post-Sec model the point appears to be degree-related program entry and attainment. Will we also need to make sure customers have some kind of certificate as well? Especially if we choose the Post-Sec model, preparing a customer for entry into college doesn't necessarily preclude a certificate attainment by their 3rd quarter after exit (and they won't attain it by then in a degree program.)

Answer: It is important to note that the WIA performance measures will be in place through June 30, 2016. The WIOA performance measures go into effect on July 1, 2016. The Partnership is requesting more information on the specific calculation of these WIOA measures from DCEO.

Question #13: Can you define what a certificate is? What do you consider a 'countable' credential? We recently were told that our IBHE approved certificate for a continuing education course no longer counted as a credential attainment and would like further clarification going forward, especially if we choose a Post-Secondary model. And since not all current training programs for ITAs are certifications...how are those certificates of completion allowable? What is the main difference?

Answer: For the purposes of the performance measures, a "countable credential" is an industry recognized certificate, a secondary diploma or recognized equivalent, a state license or a recognized post-secondary education credential.

Question #14: Do the three references need to be from youth related funders /community partners? Or can they be from places / individuals who work with our agency overall, as related to workforce development and the services we provide as a whole entity?

Answer: The three references should be from funders and/or organizations that can attest to the quality of your work related to workforce development and/or out of school youth.

Question #15: Can you please be more specific about the “sliding clasp” requirement for grant submittal? The term “sliding clasp” returns zero results on office supply web pages and it is unclear how this grant should be packaged.

Answer: The Partnership does not want to receive 3- ring binders. Please make sure your proposals are fastened with a 2-hole clasp or binder clip on the left side.

Question #16: Are the support letters required? If yes, can they be submitted as an attachment? Which support letters (employer, customer, community based organization, partner, and/or elected officials) are acceptable?

Answer: No, support letters are not in RFP. The Partnership will not review any support letters from elected officials.

Question #17: Can the budget forms be submitted as an attachment?

Answer: Please use the budget forms listed on the website. The budget forms do not count toward your 30 page limit.

Question #18: If a provider is proposing to expand services at the current location such as creating a GED lab, should the cost for additional space, equipment, and testing materials be included in the budget?

Answer: Yes, this should be included in your budget and explained in your budget narrative.

Question #19: Will there be a consideration for start-up costs to ensure that services are ready to begin on July 1st? For example, leasing new space, purchasing furniture and/or equipment and potentially paying some personnel costs prior to July 1st.

Answer: No costs can be incurred prior to July 1, 2015.

Question #20: Can providers submit one proposal for two different locations? If yes, should two separate budgets be submitted showing cost savings (shared cost) for each site? Or, should each budget only show cost for each site (standalone)?

Answer: Yes. Please submit a budget for each distinct program location.

Question #21: Do we need to add money for ADA equipment for our training classroom?

Answer: Programs are expected to be compliant with ADA. If special equipment is needed in your program design to be compliant then please include these costs in your budget and explain in your budget narrative.

Question #22: I would like to know where we should place the part of the narrative that is described in Section VIII Financial Information and Budget starting on page 28 of the RFP.

Answer: In your proposal narrative, please respond to the financial information and budget questions on page 28-31 of the RFP. Use a heading of "Financial Information". Responses to these questions should follow your planned outcomes/past performance response. Any of the required fiscal attachments will not be counted in your page count.

Question #23: Should we use the exact same numbering and lettering system used in the RFP? or simply use the bolded section titles ONLY to guide the readers?

Answer: You are not required to use the exact same numbering and lettering. Please use headings that can guide the reviewer and following the questions in the order they are written.

Question #24: If staff salaries and associated costs can be included as part of the 20% WBL budget, how would I capture those costs on the budget summary package?

Answer: Please explain in your budget narrative or a separate attachment how you will satisfy the 20% work based learning requirement.

Question #25: On page 24 of the RFP, it states that certain parts of the submission should be saved on a USB drive. Could you give more detail about EXACTLY which of the proposal elements should be there? You mention "fiscal and budget documents" does that mean the audit should be saved there? The audit does not have to be saved as an Excel file though, correct?

Answer: Your audit, cost allocation plan and document of good standing do not need to be saved on your USB drive.

Question #26. Is copy of 501 C3 the same as tax exempt exemption?

Answer: A 501c3 exemption is a federal exemption. The tax exempt form issued by the Illinois Department of Revenue is a state exemption.

Question #27. Is certificate of “Good Standing” from state of IL required or just Attorney General Charitable Trust?

Answer: A letter from Charitable Trust Bureau or Secretary of State is required.

Question #28: Should all “work based” learning cost be “force-fit” into the “work experience” line and then explained in the narrative (i.e. internships vs. paid work experience)?

Answer: The budget forms have clearly defined line items. If it is not clearly apparent what makes up your 20% work based learning requirement, please explain your budget narrative or separate attachment.

Question #29: Can you provide the budget narratives as a word document?

Answer: The budget narrative and other forms are available as word documents on the website.

Question #30: Should work- based learning activities such as OJT be detailed in budget submission?

Answer: Yes, they should be detailed in budget submission.

Question #31: Can an organization charge staff time and benefits to Work based learning budget?

Answer: Yes, some staff cost can be attributed to work-based activity.

Question #32: Are BSR costs attributable to 20% work based learning activity? They develop an effective OJT, etc.

Answer: Yes, BSR (Business Services Representative) costs can count toward the 20% work-based learning requirement.

Question #33: How many grants will be awarded?

Answer: The Partnership does not have a pre-determined number of awards to be funded. It depends on the number of quality responses and the total available funds.

Question #34: When do you expect to know the federal levels of WIOA?

Answer: Typically The Partnership receives a Notice of Award in mid-April.

Question #35: Will LWIA 7 seek a WIA/WIOA performance measure waiver give that the focus is on at risk disconnected youth adults?

Answer: There is some discussion at the State level regarding a waiver for the 75% funds toward out-of-school youth. The Partnership is not requesting any waivers currently and has made out-of-school youth and youth disconnected from school and work a priority.

Question #36: Current provider is proposing to expand service at current location; should the cost for additional space equipment and testing materials is included in budget?

Answer: Yes, include these costs in your budget.

Question #37: Will you send out a list of all agencies in attendance today (possible subcontractors)?

Answer: See the list of organizations attending the bidder's conference on the website.

Question #38: Is there a percentage of Funds allocated for new programs/agencies?

Answer: No

Question #39: What number of youth do you expect to be served in a given RFP submission?

Answer: The Partnership expects respondents to serve as many youth as effectively possible.

Question #40: Past performance will be 20 points. We have never received a WIA Grant- so we have no track record there. Does past performance in public grants count?

Answer: Yes, please identify performance on comparable grants and include the goal and actual outcome along with references.

Question #41: Can an Agency apply for both in and out school? For organization that currently have an in-School youth program, will the funding be reduced or remain at the same level?

Answer: This RFP is only for out of school youth. Organizations that currently receive WIA in-school funding are welcome to apply. The Partnership will extend the current WIA in-school grant agreements based on performance. Due to the required 75% minimum spending on out-of-school youth, in-school youth programs may be reduced.

Question #42: Collaboration with indicated youth initiatives, is this recommended or required?

Answer: The RFP identified some priority initiatives as priority populations but respondents are not required to connect with these organizations/initiatives.

Question #43: How are agencies required to determine basic skills deficiency for youth with GED/Diploma?

Answer: An assessment must be administered to determine the participant's basic skills level. A common test is the TABE (Test of Adult Basic Education) but other standardized, validated and normed tests may be used if on the State approved list.

Question #44: Why are literacy and numeracy gains the lowest percentage in the expected goals? This ensures sustained success.

Answer: The Literacy and Numeracy measures are based on the rates the State negotiated with the U.S. Department of Labor and The Partnership's negotiation with the State.

Question #45: Does the 20% of funds directed to workplace learning apply to all four program model?

Answer: Yes, the 20% work-based learning requirement applies to all program models.

Question #46: Will transitional jobs count toward the 20%

Answer: Yes, if your model also includes the academic component and meets all the other requirements.

Question #47: Will any money be available for stipends or payments to the youth?

Answer: Yes, you must include these in your budget and if applicable these costs may count toward the 20% work based component. (i.e. work stipends, OJT)

Question #48: Is there a maximum of youth who must have H.S. Diploma or a requirement that so many don't have diplomas?

Answer: No there is no required maximum number of youth with high school diplomas. Respondents should look at the model which best meets their target population.

Question #49: Should OJT dollars be included in the budget?

Answer: Yes, OJT can also count OJT towards your work-based learning budget. Individual Training Accounts (ITAs) should not be part of your work based budget.

Question #50: Can students who meet all other requirements already enrolled in WIA be served as well as new enrollees?

Answer: Yes, for current providers any WIA out-of-school active cases will automatically be carried into WIOA. Youth enrolled under WIA as in or out-of-school will retain their in or out-of-school designation.

Question #51: Can you have other attachments in addition to the required one? (I.e. an example of integrated curriculum module related to your selected model.

Answer: Yes, you may include other attachments that support your response. Attachments are not counted toward your page limit.

Question #52: In regards to “full address for their board members”. Is the address of the college sufficient?

Answer: Yes

Question #53: When are the youth considered a “positive exit”

Answer: Positive exits refer to the reason for exiting a participant. Positive reasons include the following: entering post-secondary education, entering employment, entering the military or entering advanced training. The percentage of positive exits is an indicator of success on the performance measures.

Question #54: If you choose an integrated program model, that is, you focus on one model, but include elements of one or more models; do you have to include details for more than one scenario? On pages (26-27) of the RFP you ask for respondents to select a scenario for your program model and identify your ISS process.

Answer: Only one ISS scenario response is required. Please select the scenario that best matches your design.

Question #55: Can you create a mock ISS as an attachment using the current WIA ISS form?

Answer: Yes or you can create your own ISS and follow the format of ISS goals.

Question #56: Employer of Record Expectations (A College). MVCC will provide stipend payments, but will not consider themselves as “Employer of Records”?

Answer: This is permissible. Please explain this strategy when answering the question regarding “Employer of Record”.

Question #57: Are you requesting an organizational chart for each collaborator or just for the project?

Answer: If you are responding as collaboration with multiple partners, please submit an organizational chart for the project that shows the flow of services delivered by each partner.

Question #58: What if you are a first time recipient and had no previous funding are you still able to receive funding?

Answer: Yes. Respondents must demonstrate their ability to meet the expectations described in the RFP.

Question #59: Are youth with disabilities that did not have to demonstrate basic skills advancement while in High School to receive a Diploma (IDEA) required to do so under WIOA?

Answer: Yes, the Literacy and Numeracy Gains will remain in effect for the first program year and applies to all out-of-school youth who are deficient in basic reading or math.

Question #60: Are young adults who completed graduation requirements, but are still receiving transition services considered “Out of School”?

Answer: The Partnership is awaiting further definition and guidance from the State on the definition of out-of-school youth in this scenario.

Question #61: Please define “Basic Skills Deficient Youth”.

Answer: A youth who has tested below the 9th grade in Reading and/or Math on a standardized test.

Question #62: Do we need to use tabs when compiling materials?

Answer: No, tabs are not required.

Question #63: Why does the procurement process require paper submittals? Why isn't it all done electronically?

Answer: Our procurement process is reviewed and monitored and often requires hard copies. Hard copies are also easier for the reviewers.

Question #64: Is there In-School funding available?

Answer: The Partnership is not releasing an in-school youth RFP at this time.

Question #65: Does 20% include transportation, supplies, and uniforms? Non-ITA training?

Answer: According to the recent TEGL staffing cost related to work based learning uniform, transportation for getting to job can count toward the 20% requirement.

Question #66: What's the timeline for notifications to agencies related to funding awards?

Answer: The Partnership will submit recommendations to the Workforce Investment Board on June 16th. Notifications will be issued shortly after that date.

Question #67: Will the Workforce Investment Board/Partnership entertain a performance based or hybrid contract for this submission-since the current law doesn't prohibit it?

Answer: The Partnership anticipates that these agreements will be cost-reimbursement at this time. We are exploring performance based contracts and other hybrid contracts for the future.

Question #68: Are there any best practices examples to describe strong linkages between academic and occupational learning?

Answer: The sector-based models and bridge style programs are examples of best practices that incorporate academic and occupational learning.

Question #69: Can youth that receive child welfare services and meet the eligibility requirements under this RFP be served under this announcement?

Answer: Yes, these youth can be served under this announcement.

Question #70: Current provider is proposing to expand service at current location, should the cost for additional space equipment and testing materials is included in budget?

Answer: Yes, please include in all costs necessary and reasonable to implement your program design.

Question #70: What is the difference between the post-secondary education/training model and WIA in-school youth?

Answer: The post-secondary education/training model described in this RFP serves out-of-school youth with a goal of assisting participants in entering college or advanced training. The youth must be out-of-school at the time of enrollment. WIA in-school youth programs serve youth who are attending school at the time of enrollment.

Question #71: What are some of the obstacles a young person may have if they have been incarcerated? What paths should a program take to help them with education and then employment?

Answer: The Partnership expects each respondent to propose a program design that will effectively serve young adults with various barriers and obstacles.

Question #72: What WIOA money would be allocated to program delivery vs. project management type of activities?

Answer: There is no established limit on program management. However, The Partnership expects that the vast majority of funds will be devoted toward program implementation. All costs must be reasonable, necessary and allocable to the program.

Question #73: Is there a maximum training period for young adults?

Answer: No, there is no maximum training period for young adults. If proposing a sector-based training program, respondents should identify the length of the training.

Question #74: On page 24 of the RFP it states needing an MOU with partners. Can we please have a definition of a “partner”?

Answer: If you are submitting jointly as a partnership or collaborative an MOU is required. Partners are essential to the project and written into your proposed plan.

Question #75: Can Career Club serve as work based model?

Answer: A Career Club may be considered work-based learning if it includes activities such as paid and non-paid work experience or job shadowing.

Question #76: What is the retention period for post-secondary education? If the youth is going to a 4 year school are we to keep their case open for 4 years?

Answer: All providers must provide follow up services for four quarters after the date of exit. For the performance measures, the retention rate will count the number of participants employed or in post-secondary college during the fourth quarter after exit. The Partnership does not anticipate that youth enrolled in college will remain open until college is completed. Youth in post-secondary education should be exited from the program when they have demonstrated that they can persist and succeed in college.

Question #77: Please elaborate on the meaning/expectation of academic learning and occupational learning?

Answer: Combining of academic skills and linking of occupational workplace skills.

Question #78: Does new eligibility on poverty area trump income or additional barriers needed?

Answer: Residing in a high poverty area will automatically qualify as proof of low income but the other eligibility criteria also apply.

Question #79: Please provide the list of existing providers.

Answer: Refer to The Partnership website <http://www.workforceboard.org/our-agencies/> for list of current WIA Providers.

Question #80: What is meant by trauma-informed case management models?

Answer: This term is common in mental health and social service settings. It involves approaches to case management for people who have experienced or been exposed to violence, abuse or trauma.

Question #81: Is there a specific award amount per program? The question is based upon the action in the RFP that provides a salary amount for case managers.

Answer: The Partnership is requiring a minimum salary for case managers/career advisors to set a standard for front line staff. The Partnership is working to build the professionalism of the case management/career advisors. Consistent with our mission and values, The Partnership values the dignity of work and seeks to provide a living wage for the front line worker. It is also our hope that higher wages will help to reduce the large turnover rate of staff.

Question #82: Do we need to connect to One Summer Jobs under this RFP?

Answer: Access to summer jobs is one of the 14 elements but does not need to be funded through this RFP. The Partnership identified the One Summer Chicago Plus as a priority because participants completing their summer jobs may serve as an excellent pipeline or referral source for the WIOA out-of-school program.

Question #83: Page 6 What is meant by “leverage “?

Answer: Leverage funds are other (non-WIOA) funds used to support your proposed project. These funds should be identified in your total program cost in your budget. The total WIOA funds equal the total amount requested from The Partnership. The Partnership is not requiring a certain amount of leverage funds.

Question #84: Is one audit sufficient?

Answer: Yes, one copy of the audit will suffice.

Questions pertaining to Chicago Public School SOAR Program

CPS provided a narrative description of the SOAR program. It is posted on The Partnership website.

Question #85: What is the email address for the SOAR program?

Answer: SOAR@CPS.edu

Question #86: Do we need a “MOU”

Answer: No. [A Memorandum of Understanding \(MOU\) is not required or requested at this time.](#)

Question #87: Where are the SOAR locations?

Answer: They are currently 3 locations: Little Village, Garfield Park and Roseland.