



2016 WIOA Career Pathway Training Request for Proposals



QUESTIONS & ANSWERS

Question #1: Can an organization apply for both models (Occupational Training and Bridge)?

Answer: Yes. Please submit 2 separate proposals and 2 separate budgets.

Question #2: Can applicants submit a proposal that combines both Occupational Training & Bridge provided by that single applicant?

Answer: Yes, but please clarify the entry and completion points for participants that enter at the Bridge portion. Make sure to include a thorough program curriculum and/or syllabus.

Question #3: Can you submit a combo Bridge/Occupational Skills Training program? Essentially a program which combines Bridge literacy aspects with Occupational skill building, it would include re-testing and credential attainment. From the presentation it sounds like the Bridge program submitted, should be a combo of Occupational & literacy training.

Answer: The Partnership will accept a combination Bridge and Occupational Training model. Please be clear in how participants will progress through the program in your response. The Partnership envisions that the Bridge program will combine basic skills training contextualized to the sector along with advanced skills training. A Bridge program is designed for participants who are basic skills deficient, i.e. individuals with reading, math and/or language skills between 6.0-7.9 grade levels.

Question #4: Please explain the accreditation requirements.

Answer: The Partnership amended the accreditation requirements in the RFP to the following. [The training program, instructors and/or agency should be accredited by an accrediting body for the occupational training model.](#)

Question #5: What is an accrediting body?

Answer: An accrediting body is an organization that reviews the program for quality standards. Examples of an accrediting body include the following: Illinois Community College Board, Illinois Board of Higher Education, CARF, Council on Accreditation, and American Council on Accreditation.

Question #6: We will be applying under the occupational training program to provide training in the IT sector. I see that the training program must be accredited by an accrediting agency—what kind of accreditation and accrediting agency is acceptable?

Answer: The Partnership wants to ensure that all program participants are receiving legitimate training programs that equip participants with the skills, certificates, and credentials necessary to obtain middle-skilled employment. The training program, instructors and/or agency should have some form of accreditation from either the industry (such as National Institute of Metalworking Skills, or CompTIA for

example or higher education (such as Illinois Board of Higher Education or Illinois Community College Board).

Question #7: Earlier you mentioned that non-accredited proposals would be accepted. Will you weigh accredited programs and non-accredited programs the same?

Answer: The Partnership will review accreditations. We value accreditations and they will be given higher weight along with your outcomes.

Question #8: If we currently operate a Bridge program and meet the 3 year requirement, can we apply in a different industry?

Answer: If the agency has operated Bridge programs for at least three years and related training within the sector, they are eligible to apply.

Question #9: Can a Bridge program train for multiple industries and must they have relationships with each kind of industry?

Answer: The Partnership is looking for industry specific Bridge programs and not a general academic bridge. A Bridge program must have relationships with the related industry.

Question #10: Can you apply for an Occupational Training program alone and not a Bridge program in your proposal? Further can you apply for Adult funding without requesting funds for dislocated workers?

Answer: There are 2 separate models within the Career Pathways Training Program: Occupational Training or Bridge and an applicant can apply for just one or both. Respondents can select only one funding stream if they choose.

Question #11: Will The Partnership be funding training programs that are not IBHE approved? This question is proposed as ITA programs are IBHE approved, but for Occupational Training programs, they may not be IBHE approved, thus deemed illegal.

Answer: This RFP is for Career Pathway Training Programs which will combine career coaching and skills training (Bridge or Occupational training). These are innovative training program models that the Partnership seeks to fund under WIOA. These program models are different than tuition-based programs that access Individual Training Accounts (ITAs). In any event, all proposals will be vetted for legality before recommendation and/or award.

Question #12: The RFP states that “the Bridge program must be aligned with the official Bridge program definition recognized by IDCEO & ICCB. Must the Bridge program curriculum be approved by IDCEO & ICCB, or must the program curriculum have “alignment” with the standards? B) Is The Partnership able to waive the IBHE laws for training programs for this RFP?

Answer: Bridge programs must be aligned with the Illinois Department of Commerce (IDOC) and the Illinois Community College Board (ICCB) definition of a Bridge program but do not need be approved by IDOC or ICCB. The Partnership is funding a Career Pathway Training Program as an example of an innovative training model permitted under WIOA. Illinois Board of Higher Education (IBHE) sets rules regarding tuition-based training programs under the Private and Vocational Schools Act of 2012. This program model is not a tuition-based training program, but rather is a cost reimbursement one.

Question #13: We are currently an eligible training provider and receive ITA vouchers. What effect will this program have on my training program?

Answer: Eligible training provider status will not be changed or altered if awarded a Career Pathway Training program. An agency can continue to receive ITA vouchers for training. Participants who are enrolled in the Career Pathway Training Occupational training program should not be using ITAs.

Question #14: Can clients be co-enrolled with an existing WIOA grant or do they need to be uniquely enrolled in the Career Pathways grant?

Answer: The Partnership anticipates that the Career Pathways Training Programs will serve new and unique customers. The intent is to provide innovative training options for participants. The Career Pathways Training model is designed to be comprehensive and self-contained.

Question #15: You stated that you wanted workforce and skill training to happen simultaneously. So are we able to use Title I and Title II dollars for the same individual?

Answer: Yes. Participants can be co-enrolled. It is important to have a clear cost allocation plan so you can distinguish the two funding streams/services. The WIOA Title I contracts are paid on a cost reimbursement basis. Selected grantees will need to document their costs to the grant and will be reimbursed for their costs.

Question #16: Is there a funding range or planned number of awards?

Answer: The Partnership did not identify a funding range. There is no set number of awards.

Question #17: The Partnership has set a limited amount of dollars aside for Occupational Training and Bridge programs. Is there any potential to increase that amount?

Answer: Award amounts will depend on quality proposals and available funds.

Question #18: When discussing the evaluation and selection process, you consistently referred to the training/education aspects, but not to the "Case Management" aspects. Can I assume that you consider those Case Management elements just as significant?

Answer: Yes. The Case Management/Career Coaching aspect of the program is a significant part of your program design. These are WIOA funds and all eligibility services, career planning and service activities are important and must be documented.

Question #19: Why does a respondent need to submit a support letter from a training provider and community college (for Bridge programs)? What is the thought process behind this requirement?

Answer: The Partnership seeks to ensure that participants continue to have educational options beyond the Bridge program. Relationships with community colleges and/or advanced training partners will ensure participants are aware of options for further training.

Question #20: If we're proposing an Occupational Training program, please confirm we don't have to include contextualized instruction in reading and math & language skills?

Answer: Only Bridge programs are required to include contextualized instruction in reading & math skills.

Question #21: Do funds in the Bridge and/or Occupational training used by an individual count towards their maximum training cap?

Answer: Participants who complete a Career Training Pathway Occupational Training program should not receive an additional ITA. Participants in the Bridge Program are eligible to receive ITAs for advanced training after successful completion of the Bridge.

Question #22: With limited funding and seven sectors to be represented, what is the target funding request appropriate for a training program for a single sector?

Answer: The Partnership did not identify a funding range per sector. The Partnership is not committing to fund a program in every sector.

Question #23: On performance outcomes, please explain the skills credential attainment within 12 months of exit performance measure.

Answer: Under WIOA there is a performance outcome for skills gain AND a performance outcome for credential attainment. The WIOA skills gains performance outcome tracks an individual's improvement in skills, typically based on pre and post test scores, within one year of a training program. The WIOA credential performance outcome, tracks the achievement of an industry recognized credential. The Partnership anticipates that Career Pathway Programs will result in achievement of an industry-recognized credential at the end of the training. Under the WIOA performance measure the participant has 12 months post exit to achieve the credential.

Question #24: Is there any kind of rough benchmark for cost served, cost placed?

Answer: The Partnership does not have a benchmark for cost served or cost per placement. However, cost effectiveness is part of the evaluation.

Question #25: How will WIOA eligibility be determined & documented?

Answer: Selected respondents will be responsible for collecting documents to prove eligibility for the WIOA Adult and Dislocated Worker programs. The Partnership will provide training on WIOA eligibility guidelines and case recording. The Partnership will use Career Connect as the case management data system. Career Pathway Training agencies are responsible for collecting copies of documents to prove age, residency, and social security number. This information must be kept in a secure location and confidential. The Partnership will monitor to make sure all requirements are met.

Question #26: WIOA performance wage outcomes for adults states \$12.70/hr, dislocated \$17.30/hr, is this accurate?

Answer: The Partnership seeks to establish a target goal for customer earnings. The rates established are based on the previous WIA average earnings performance measure. The Partnership recognizes that earnings may vary based on the targeted industry. The goal is to ensure that customers are on a career path toward self-sufficiency.

Question #27: Where can we obtain a list of delegate agencies? The website does not specify the partner's role. Ex. Delegate, one-stops, etc.

Answer: Here is a list of current delegate agencies:

Adult and/or Dislocated Worker Delegate Agency	Site Address	City
Albany Park Community	1945 West Wilson suite 3000	Chicago
Calumet Area Industrial Commission	1000 E. 111th Street- 10th Floor	Chicago

Chicago Federation of Labor WAC	130 E. Randolph St., Ste. 2600	Chicago
Chinese American Service	2141 S. Tan Court	Chicago
Dynamic Educational Systems, Inc:	10325 S. Halsted	Chicago
Greater West Town	790 North Milwaukee Avenue	Chicago
Howard Area Community Center	7648 N. Paulina	Chicago
Inspiration Corporation	4554 N. Broadway # 207	Chicago
Instituto del Progreso Latino	2570 S. Blue Island	Chicago
Moraine Valley Community College	9000 West College Parkway	Palos Hills
National Able Network Inc. (Evanston Library)	1703 Orrington Avenue	Evanston
Polish American Association	3834 N. Cicero	Chicago
Pyramid Partnership, Inc.	3057 N. Lincoln Ave.	Chicago
Safer Foundation	571 West Jackson Boulevard	Chicago
Safer-Harvey	249 W. 162nd St.	South Holland
South Suburban College	15800 S. State St.	South Holland
The Catholic Bishop of Chicago St. Sabina Employment Resource Center	7909 S. Racine	Chicago
Triton College	2000 Fifth Avenue	River Grove
Arlington Heights: Business Career Services	723 W. Algonquin Rd	Arlington Heights
Chicago Heights: National Able Network	Prarie State College ATOC Building 202 South Halsted	Chicago Heights
Cicero: SERCO	2138 South 61st Court	Cicero
Garfield: KRA	10 South Kedzie	Chicago
Maywood: Employer and Employment Services	1701 S. 1st Avenue Suite 10	Maywood
Mid-South: Employer and Employment Services	4314 S. Cottage Grove	Chicago
Northside: ResCare	5060 N. Broadway #690	Chicago
Oak Forest: Employer and Employment Services	15900 South Cicero	Oak Forest
Pilsen: National Able Network	1700 West 18th Street	Chicago
Southwest: Employer and Employment Services	7500 S. Pulaski Bldg 100	Chicago

Question #28: What should guide decisions about if/when to use ITA's vs. Occupational Classroom Training?

Answer: The Partnership is funding a Career Pathway Training Program through this solicitation. Selected respondents must recruit, enroll, case manage, train and place participants. The Partnership does not anticipate that customers will receive an ITA in addition to participation in the Occupational Training model.

Question #29: Would it help the RFP to enter case notes for retention tracking or is it only based on what IWDS pulls for wage data for SSN? Can we pull our own numbers on exits from IWDS and include in narrative as proof of outcomes?

Answer: Respondents should provide data on their past outcomes and can include any narrative to further explain their past performance. The IWDS system looks at wage data and supplemental data for reporting outcomes.

Question #30: In describing the Occupational Training aspect, you didn't mention either "middle-skilled" jobs in the desired wage level mentioned in the RFP. Are those required elements of an OT proposal?

Answer: The purpose is for Career Pathways Training Programs is to target high-demand jobs in in high-growth industries. The Partnership expects that programs will train and place participants in jobs that pay beyond entry-level wages. The Partnership WIOA performance wage targets are currently \$12.70 for Adults & \$17.30 for Dislocated Workers. The Partnership recognizes that wages differ across industries.

Question #31: Do we need to meet all the performance measures listed on page 14 of the RFP or does it depend on the type of the program? For example, according to the RFP, you describe Bridge Programs (page 3) as a method for transitioning low-skilled individuals with TABE scores between 6.0-7.0 to either advanced education or training, or entry-level jobs. So would the performance measure for a healthcare bridge program be skills gains, or must it also include credentials and employment?

Answer: Bridge programs will be expected to contextualize their curriculum to a specific industry and/or occupation and offer access to a program that will provide an entry-level certificate or credential to all participants that complete the bridge. Programs will be expected to track skills gains, certificates/credentials earned, and follow participant all the way through advanced training, employment and retention.

Question #32: Can the Career Pathways Training be offered to existing WIOA participants as an alternative to an ITA? Or is this training only open to newly registered participants?

Answer: The Partnership anticipates that people served through this program will be new registrants.

Question #33: We're a 1A/1D delegate agency, are we limited to training only participants we certify? Or, can we train WIA certified participants from other delegate agencies too?

Answer: The Partnership anticipates that the Career Pathways Training Programs will serve new and unique customers. The intent is to provide different and innovative training options for participants. The Career Pathways Training model is designed to be comprehensive and self-contained.

Question #34: If targeting dislocated workers, can we set minimum reading & math TABE scores in order to participate?

Answer: The Partnership expects respondents to identify any pre-requisites and criteria needed to succeed in the program and in employment.

Question #35: So in a Career Pathway, if a person was trained through an occupational skills training program and obtained an entry level position, later they couldn't access an ITA to advance further along the career pathway? (getting additional industry credentials)

Answer: The Partnership expects that participants will receive the training and credentials to enter employment. Participants would be eligible for on the job training (OJT) or customized training with an employer. The Partnership does not intend to pay for additional training through ITAs.

Question #36: Is the 25% "catch all" for the Adult category going to be in effect for this grant as well?

Answer: The Partnership is in the process of updating the local WIOA eligibility policy. The Career Pathway Training programs must comply with the WIOA eligibility guidelines.

Question #37: Are the three years' performance data FY 13-15 or FY 14-16 since FY 16 data may not reflect actual outcomes that are still in progress?

Answer: Please provide the outcomes for the last years completed and provide a narrative explanation to explain your outcomes.

Question #38: In a previous question about the skill and wage expectations for the OT, I think the essence was whether there could be an OT program (non Bridge program) that would prepare people for lower skilled, lower paying (entry level) positions, not only for middle skilled, higher wage positions?

Answer: Bridge programs are the more appropriate model for low skilled adults because they integrate educational (literacy and numeracy) and workforce development components into the curriculum. All programs (Bridge and Occupational training) are expected to place participants in jobs that have clear career pathways. The Partnership acknowledges that graduates of Bridge programs may be placed in entry level jobs.

Question #39: Must proof of accreditation be submitted, and does the accreditation requirement apply to both training and bridge applicants?

Answer: Respondents should attach a copy their accreditation in their attachments. Bridge programs are expected to be aligned (not accredited) to the Bridge Program Definition adopted by the Illinois Community College Board (ICCB) and the Illinois Department of Commerce (IDOC).

Question #40: How many individuals do you expect to be served through this program?

Answer: The Partnership does not have a specific set amount of participants to be served to Career Pathways Training programs.

Question #41: As an organization that is already funded via WIA vouchers, how would becoming an Occupational Training program affect our current funding?

Answer: The Occupational Training program will not affect an agency's current status as an eligible training provider. Agencies that are training providers and are awarded an Occupational Training grant will still be eligible to receive ITAs.

Question #42: Can an organization still receive vouchers from different counties, DuPage, Lake, McHenry, etc. if applying as an Occupational Training?

Answer: Yes. An organization can still receive vouchers from different counties if they are on the eligible training provider list (ETPL).

Question #43: The Partnership did not elect to fund a manufacturing sector due the abundance of manufacturing initiatives currently receiving funding. Does this mean that manufacturing-related proposals have very little chance of being accepted?

Answer: No, The Partnership still lists manufacturing as a priority sector area and will evaluate all qualifying proposals equally.

Question #44: On the Training Program Outcome History Form it asks for outcomes from the past 3 years. We have had 2 distinct training programs during this timeframe. Because this impacted the outcomes, may we attach an addendum to explain the variations?

Answer: Yes. Please include any narrative to explain your outcomes.

Question #45: Section VI B mentions a Career Connect training. Will this training be held in the Chicago area? Is it free to attend?

Answer: Yes. The Partnership will provide training at local sites within Cook County on Career Connect at no cost to our contractors.

Question 46: Please clarify how many budgets are required. Do we need to submit budgets for both adult and dislocated workers' funding streams and do we submit a total budget and explain the cost allocations in the narrative?

Answer: Please use the budget forms provided on the website. Respondents should submit a budget and budget narrative for each funding stream that you propose to serve:

- Adult
- Dislocated Worker

Question # 47: How do we include tuition, fees, books & credentialing exam costs in the budget? Are these totaled in a single line item under Occupational Classroom Training – non ITA?

Answer: Respondents will need to submit a detailed budget that includes instructor and other staff costs in the personnel line item. Fees and credentialing exams can be recorded in the supportive service line item. The Budget narrative should explain identify the specific costs and how they are calculated.

Question #48: Do we include supportive services in this budget? If so, is there a target amount or percent?

Answer: Yes please include supportive services in your proposed budget. There is not a target amount or percentage for the Career Pathway Training Program.

Question #49: Does CCWP have a target number of participants to serve and/or cost per participant?

Answer: No. The Partnership does not have a target number of participants to serve or a cost per served.

Question #50: Does the cost of vocational teacher get broken out in personnel form, or included in "Direct Training Cost" – (non-personnel)?

Answer: If a vocational teacher is a staff member then his/her salary should be included in the personnel line item on the budget form. If the vocational teacher is a contracted position s/he should be included in “contracted professional services” line item of your budget.

Question #51: If we plan to incorporate subsidized employment (not OJT) into the program, should participant wages be included in the budget?

Answer: Yes. Please include wages for subsidized employment in your budget.

Question #52: If we are off in our estimates of Adults vs. Dislocated workers who will be enrolled, will this become an issue for cost reimbursement?

Answer: It is important to have a recruitment strategy for the population(s) you wish to serve and a cost allocation plan that outlines how costs are spread among the funding streams. Depending on your cost allocation plan being off in your projections may impact your ability to be reimbursed.

Question #53: Do you want 5 copies of audit, federal state taxes – AG990’s (see fiscal question #8)?

Answer: One copy of the audit and federal, state tax information is permissible.

Question #54: How do we report direct training personnel costs in the Occupational Training model? The Budget Form provided in the RFP will show all personnel costs, whether a case manager or occupational training instructor, on the “Other Program Costs” line, rather than on the “Direct Training Costs” line. How should we report the direct personnel costs of Occupational Training Instructors?

Answer: The Partnership expects respondents to provide a detailed line item of the costs of their program. Any staff costs including the instructor should be reported in the personnel line item. If your instructor is a contract employee, then the salary costs should be reported in the “contract/professional service” line item.

Question #55: May our Staffing Plan include a part time Enrollment and Retention Specialist? This staff member would facilitate WIOA enrollment, needs assessments and support the program in following up with participants regarding attendance and retention, making referrals to other programs to eliminate barriers as needed.

Answer: Yes. Respondents will need to ensure that there is a staff person responsible for the WIOA services in addition to the training. You may include part time staff in your budget.

Question #56: Is the 990 form required? It says so in the RFP but not the checklist.

Answer: Yes, the 990 form is required to be submitted.

Question #57: I’m looking at page 28 of the RFP and just want to clarify that we only need one—not both—of the Certificate of Good standing from the Illinois Secretary of State’s office OR the letter of good standing from the Charitable Trust Bureau. Can you confirm that we only need one or that we should get both?

Answer: Yes. Please select the one that applies to your organization.

Question #58: Can one agency apply for both the Career Pathways Training Program grant and also for a delegate agency grant?

Answer: Yes. An agency can apply for both the Career Pathways Training Program grant and also a delegate agency grant.

Question #59: Our agency has two locations in different parts of the city, if we want to provide services at both locations, do we have to include that into the proposals?

Answer: Yes, you need to specify and list the physical location(s) where the training program will take place.

Question #60: How do you get the cost allocation rate approval?

Answer: A cost allocation plan is developed internally by your accounting department. The cost allocation plan outlines the method in which an agency spreads costs across multiple funding streams. Cost allocation plans are not approved. Respondents are asked to submit a copy of their cost allocation plan. Besides the cost allocation plan (CAP) an agency can request approval from the Partnership to use the 10% De Minimis rate, or apply for a negotiated indirect cost rate from your cognizant agency, usual a State or Federal agency, but one of the three methods must be used and submitted.

Question #61: The RFP asks for a 501c3 letter dated within the last 3 years. We have one that is still valid until 2018, but it is dated 2008 as that is when we last requested it.

Answer: Yes. Please submit the current letter that states the 501 c3 letter is still valid.

Question #62: Is there a set percentage of the grant award that must be spent on serving customers as opposed to other costs such as occupancy?

Answer: No. The Partnership does not have a set percentage. Budgets will be evaluated based on reasonableness, and cost effectiveness.

Question 63: 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.

