

QUESTIONS & ANSWERS

PRE-PROPOSAL MEETING FOR WIA YOUTH RFP

FRIDAY, FEBRUARY 15, 2008

Funding Period:

1. **Question:** The RFP indicates a funding period of one year (or 13 month for several of the counties). We see that there is a clause indicating a possible renewal for one to two years. Is there any information that can be shared about the possibility of future funding—for example are the counties at the start of a two year funding cycle or at the mid-point of a two year cycle?

Answer: Champaign County is in the start of the 2 year funding cycle. Clark County is only aware of the WIA allocation for the current funding cycle (April 1 to March 31). No commitments can be made regarding future funding. While April to March is the WIA funding cycle, the contract period(s) will be different. Proposers are asked to refer to the RFP for specifics regarding the contract periods in each county.

Funding Amount:

2. **Question:** Can you share the maximum amount available for contracting by county? Is there an amount each county wants/needs to spend on in-school vs. out-of-school youth?

Answer: The maximum amount available for Clark County's contract (July 1, 2008 to June 30, 2009) is \$400,000. For each county, at least 30% of the contract expenses/total contract value must be spent on out-of-school youth. The definition of out-of-school youth, as stated in the RFP, is an eligible youth who is a school dropout; or who has either graduated from high school or holds a GED, but is basic skills deficient, unemployed, or underemployed.

For Champaign County, it has been historically estimated that \$30,000 to \$40,000 would be available for use on contracts, but this may vary depending on the total county allocation and what services are being provided through the RFP/providers.

Regulations:

3. **Question:** Can you provide a paper copy or a web link to the current regulations governing WIA youth programs (we find numerous links but are uncertain which are the *current* regulations)?

Answer: The following websites can be accessed for more information on regulations governing WIA youth programs:

- www.ohioworkforce.org – youth guidance
- www.ohioworkforce.org – workforce development professional – Ohio workforce development programs – youth

- www.area7workforce.org – what we do – policies and AGs – youth programs
- www.area7workforce.org – youth – WIA manual
- <http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf> - Training and Employment Guidance Letter No. 17-05 (TEGL 17-05)

4. **Question:** Can you share information about regulations governing purchase of equipment? For instance if computers and software need to be purchased are those allowable expenses?

Answer: The following websites provide guidance for allowable and unallowable expenses with federal funds:

- http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html#attb – OMB Circular A-122, Cost Principles for Non-Profit Organizations
- <http://www.doleta.gov/regs/statutes/wialaw.txt> - Workforce Investment Act of 1998. Please note that there is a specific reference to Prohibition of funds that states “No funds described in this subsection [Chapter 4-Youth Activities, Sec. 129-Use of Funds for Youth Activities, (b) Statewide Youth Activities, (4) Prohibition] shall be used to develop or implement education curricula for school systems in the State.”

5. **Question:** Is transportation an allowable expense?

Answer: Since transportation is considered a supportive service, it is an allowable expense.

Outreach, Coordination, Partnership:

6. **Question:** Can you provide a list of current youth program contractors and One Stop partners by county and a summary of their programs so that we can contact them about possible partnerships?

Answer: The current provider in Clark County is OIC of Clark County (Learning Opportunities Center). The current provider in Champaign County is Champaign Residential Services. Madison County does not currently have a contract for this program, as the core elements are either being provided in-house or by a partner agency to which referrals are sent. Union County does not currently have a contractor for this program, as these services are provided in-house. Logan County’s most recent providers of WIA Youth Services were the Logan County Educational Service Center and teachers for tutoring (for summer only).

The Champaign County website <http://ctec.gochampaign.com> lists the current One Stop partners. The list of providers and partners for Area 7 can be found at www.area7workforce.org and the list of providers and partners for the state can be found at www.ohioworkforce.org.

Assessment Tools:

- 7. Question:** Do the counties have any preferred tools for assessment? For example are you currently using the TABE? What assessment tools are currently in use and what is your level of satisfaction with them?

Answer: Clark, Logan, Madison, and Union counties prefer the TABE as an assessment tool. Champaign County uses a variety of assessment tools based on the individual and the presenting barriers – Holland, WorkKeys, ASCLIII and an Employability assessment. If the youth is referred to the ABLE program they are given the TABE assessment.

Service to Youth from Multiple-Counties:

- 8. Question:** If we were able to open the program to youth from any of the counties included on the RFP do we need to submit proposals to each county? To clarify, let's say we propose to enroll 50 students. Is there a way for us to have 40 of them be from Clark County and 5 from each Madison and Champaign Counties? To do that, would we submit the proposal to all 3 counties?

Answer: Providers may provide services to multiple counties. However, separate proposals must be submitted to each county. Additionally, the same proposal may be submitted to multiple counties, so long as the service area, population, target number to be served, etc. would need to be isolated and specified for each county.

Eligibility Requirements:

- 9. Question:** Please share details of the definition of “low income individual” – is a student in a free/reduced lunch status a “low income individual?”

Answer: Qualifying for free/reduced lunch status does not automatically qualify someone as a “low income individual.” The eligibility threshold remains 70% of the LLSIL. Additionally, anyone receiving OWF assistance of Food Stamps is deemed eligible. However, there is an exception providing that five percent of those served can be over-income, provided that other barriers exist. More than five percent of program participants can be above income, if their participation is funded through other sources.

- 10. Question:** One of the risk factors is “an individual who requires additional assistance to complete an educational program or to secure or hold employment.” What are acceptable forms to document that a student meets this criterion?

Answer: Documentation for this barrier is county specific. Champaign County will retain the WIA eligibility for any youth served through a provider contract. If a person is at least one grade level behind, this qualifies as needing additional assistance. The measurement tool for this can be through TABE.

11. Question: Another risk factor is “deficient in basic literacy skills.” Is scoring below grade level on the TABE or other standard test acceptable documentation of that? Do you have other forms of acceptable documentation for that?

Answer: Deficiencies in basic literacy skills are determined by TABE results in Clark, Logan, Madison, and Union counties. Report cards/school records can be used to document this in Champaign County for in-school youth. Additional acceptable records for Logan County include an IEP.

Teacher Status:

12. Question: Are we correct that you have no requirement that staff must be certified teachers?

Answer: WIA funds may not be used for educational expenses. College professors can be used, if they are not certified. Please see the links above in “Regulations” regarding allowable and unallowable costs. Clark, Champaign, and Madison counties have no requirements for certified teachers, but in the past contracted directly with teachers from local school districts for WIA in school services. Other providers have been selected depending on the services to be delivered.

Skill Attainment Rate:

13. Question: For measuring the work readiness goal, do you have an existing instrument to measure attainment of work readiness or should we propose one to be used?

Answer: In Clark, Champaign, and Madison counties, there is no specific approved assessment tool. This would be up to the contractor to provide. In Logan County, measurement of skill attainment is administered as a post test using the TABE.

Since Union County is not accepting proposals for services at this time, this question is not applicable to Union County.

Youth Attainment of a Degree or Certificate:

14. Question: For in-school youth, please clarify the timeframe for achievement of at least 32.8% of participants attaining a diploma or certificate. Specifically please explain how you would determine the “third quarter after the exit quarter.”

For instance, with a 14 year old who is in the 8th grade, what is the “exit quarter?” If they remain in and complete high school with a diploma, will that be a completion counting toward this attainment measure?

Answer: The exit quarter is the quarter that the student actually leaves the program. For example, if a participant graduates from high school in June, the first quarter after exit would be July-August-September, since the quarter of exit ended in June. Therefore the third quarter after exit would be January-February-March of the following year.

It was agreed that there are no outcomes that can be attained easily for fourteen year-olds. Madison County clarified that eligible participants must be at least 14 years old AND be high school freshman status. In Clark County, however, there are no fourteen year-olds in the WIA-funded program.