

## PY19 Bidder Conference Questions and Answers

### April 8 2019

Email question: On page 18 it states “Thirty percent of the program budget must be spent on work experience opportunities. The proposal must clearly indicate how these funds will be expended.” Does this mean that we should provide work experience even if we are only bidding on the Education component?

Answer: [Yes.](#)

Email question: Will the different providers be able to refer students amongst each other for different services? For example, could the provider for Education, refer a student to the provider for Occupational Training once the participant completes High School Diploma (HSD)/GED (General Education Diploma)?

Answer: [In the past, only HSD/GED participants were referred to an occupational skills youth provider if the desired occupation was covered by a youth provider or they were referred to the Workforce Innovation and Opportunity Act \(WIOA\) Adult program. Keep in mind that for the HSD or GED credential to count, the youth must either enter advanced education or employment.](#)

### April 9, 2019

Question: Under which training program should we apply, occupational skills or work-based learning?

Answer: [In order to participate as an occupational skills training provider, an organization would have to provide instruction that resulted in the receipt of a nationally recognized credential to each participant. Also, the occupation would have to be classed as “in-demand” nationally or locally using the Federal O’net website or the State’s Labor Market Information \(LMI\).](#)

Question: Does the participant income levels change and how are they calculated?

Answer: [Yes, income levels change yearly and it would be the responsibility of the provider to remain abreast of the Lower Level Standard Income Level \(LLSIL\) from the Secretary of Labor, as well as the United States Department of Labor’s \(USDOL\) Training and Employment Guidance Letters \(TEGLs\) and Training and Employment Notices \(TENS\).](#)

Question: Who is responsible for participant eligibility?

Answer: [The initial WIOA eligibility determination would be performed by the provider and CAPTE would provide the formal determination.](#)

Question: What is the timeframe for income determination?

Answer: [Income earned within the 6 months prior to the date of program eligibility is used in the calculation determination.](#)

Question: How would income be determined?

Answer: [Generally, 3 checks would be used for annualization of the earned income for eligibility determination.](#)

### April 10, 2019

Question: What is defined as employment?

Answer: [Whatever is defined in the ISS \(Individual Service Strategy\) outline and is in alignment with long-term goals.](#)

Question: Does funding allow for participant stabilization (childcare, transportation, etc.)?

Answer: The WIOA & TEGL'S outlines allowed uses of funding; and it is also contingent on how the response is written.

Question: Does follow up fall to the provider or WIOA staff?

Answer: The provider.

Question: Are we limited in the number of participants?

Answer: No, it's dependent upon how the response is written.

Question: Are there different stipulations in the proposal for nonprofits or is it the same across the board?

Answer: The requirements are the same.

Question: Are incentives allowed to be a part of the proposal?

Answer: Yes. The USDOL has guidelines as to how incentives may be used.

Question: For youth services staffing qualifications, do you want to see it in the response?

Answer: Yes, usually it's shown in staff résumés.

Question: Is that for everyone that would have contact working with youth?

Answer: Yes.

Question: In looking at the staff requirements, can experience substitute for education?

Answer: If the RFP says "prefer or may", yes. It would be the decision of the Youth Committee on how to move forward with the information.

Question: Can an existing employee be moved into a position under this grant?

Answer: It would depend upon the skill set of the employee as to whether or not they would be qualified to work under the grant.

Question: When looking at the income limits, what if they receive TANF (Temporary Assistance to Needy Families) or food stamps?

Answer: Income would not be counted. The same, if the individual has been laid off from work.

Question: Do you have to respond to all three requests, or can you do just one?

Answer: An organization can choose the training for which to respond.

Question: What is the total budget?

Answer: We believe approximately 2million.

Answer Correction: approximately \$3 million.

Question: How many entities do you have currently?

Answer: CAPTE only has one active youth service provider.

Question: How many are they serving?

Answer: 50.

Answer Correction: 55.

Question: When the provider goes through eligibility, they then refer students to the Career Center?

Answer: Yes.

Question: Is there one case manager working with youth, or are there others?

Answer: One, Derek Marshall.

Question: Do we have the forms?

Answer: [The forms were included in the email and the online document.](#)

Question: How are we getting everything back to you?

Answer: [The procedure is outlined in the RFP; mail, hand delivered, courier, etc.](#)

Question: Is the grant cost reimbursement for salaries or program?

Answer: [It is cost reimbursement for the full program, including salaries.](#)

Question: Are you net 30? Advised would ask fiscal staff.

Answer: [Fiscal staff advised that CAPTE is net 30.](#)

Question: What are you looking for in accounting protocol?

Answer: [Fiscal staff advised the following Accounting protocol:](#)

- [1. Follow the terms of the contract.](#)
- [2. We need copies of all cancelled checks, credit statements and any other documentation that will be submitted for payment.](#)
- [3. Submit invoice by 15<sup>th</sup> of month.](#)
- [4. Period of billing- time frame of billed expenditures.](#)
- [5. Cost break down by what is being charged.](#)
- [6. Student name and last 4 SSN or Student ID.](#)
- [6. Original Signature of representative of Provider.](#)
- [7. Provider name and address.](#)
- [8. Funding break down by Youth, Adult, or Dislocated Worker.](#)

Question: How many staff persons?

Answer: [That is a decision made by your organization.](#)

Question: Can we send you questions or do we have to ask them all now?

Answer: [As questions are received, a response will be forwarded and then added to the website every Friday prior to the due date.](#)

Question: Could you send the answers to all here? For assistance, the question was passed to the State monitor in attendance.

Answer: [The State monitor advised that the response would have to go out to all organizations on the email list.](#)

Question: Will there be a presentation?

Answer: [Yes.](#)