

January 9, 2012

Youth RFP Orientation Q&A

Q1: Are pre and post tests for all youth programs?

A1: No, only out of school programs.

Q2: Are we required to report Day 60 since this is listed in the performance section of the RFP?

A2: No, you will report on day 1, 30, and 90. Day 60 should be tracked internally.

Q3: What is the acceptable evidence for specific services linkages?

A3: This should be described in the proposal format in Question 5B. Letters of support and/or MOU's may also be attached if a large component of the proposed program is being provided by a partner.

Q4: What is the available funding? Is it 50% of the total listed or 50% of the Blue Collar?

A4: The amount available for youth programs is a maximum of 50% of Blue Collar funds (2,687,176/2=1,343,588) plus the WIA funds (1,420,530). These are estimated figures.

Q5: What is the date proposals are due?

A5: January 27, 2012. There is a typo on page 27 of the RFP.

Q6: Is there a minimum or maximum dollar amount per youth or a minimum or maximum number of youth to be served?

A6: No, there are no minimum or maximum.

Q7: Can an agency apply for both adult and youth programs?

A7: Yes, but Adult and Youth programs are separate RFP's and proposal format.

Q8: Is listing employer partners sufficient in demonstrating linkages?

A8: Yes, and this should be completed in Target 5B.

Q9: Can uniforms be listed in an "Other" line of the budget?

A9: Uniforms are considered a direct benefit and should be included in line item 4.

Q10: In completing employee listing page of the budget, are names required?

A10: No, names are not required.

Q11: If you are serving multiple counties can it be indicated within one proposal?

A11: Yes

Q12: What are the neediest youth?

A12: TEGl 3-04 <http://wdr.doleta.gov/directives/attach/TEGL3-04.pdf> identifies the neediest youth as:

- Youth in foster care (particularly those aging out of foster care)
- Youth in the juvenile justice system
- Children of incarcerated parents
- Migrant youth

Q13: Can the county of service be changed after funding is awarded?

A13: No. If the need exists, the provider can propose to expand or change services to another county.

Q14: If a youth is an offender, does this make them automatically eligible and how do you document this barrier?

A14: This does not make a youth automatically eligible. Youth must meet the population definition of an in or out of school youth as well as meet the eligibility requirements found in policy 16. In policy 16, there is a list of acceptable documentation for all youth barriers. We will provide you guidance on obtaining documentation if awarded funds.

Q15: Can we charge the contract if awarded funds the cost of writing and developing the proposal (i.e. research).

A15: No. No expenses incurred prior to July 1, 2012 (start of the contract) will be reimbursed.

Q16: What is the name of the approved academic assessment tests?

A16: The assessments vary depending on level. They can be found at <http://www.nrsweb.org/pubs/> and then opening the “NRS Test Benchmarks for Educational Functional Levels (EFL)” document.

Q17: Do proposers have a say in the breakout of the funding awards between BC and WIA?

A17: No, the breakout is 60% WIA and 40% BC.

Q18: Is there a measure to determine at risk of dropping out?

A18: No, this is something that is determined within the established partnerships with the school(s).

Q19: Do we need to complete anything contained within the professional services document?

A19: No. DOL/DET staff will instruct you of any further guidance during the proposal development sessions.

Q20: How are payments disbursed?

A20: Youth contracts are cost reimbursement. Payment being issued is triggered with the submission of monthly financial reports. Funds must be invoiced on the monthly financial based upon the budget submitted and incorporated in the contract.

- Q21: If an existing program wanted to expand, would the agency write a separate proposal?
- A21: No. The proposal should be written to communicate the services the agency is proposing to provide. If proposals are not fully funded then DOL/DET staff will negotiate the scope of services to be provided given the funded level if no further guidance is provided by the DWIB when funding decisions are made.
- Q22: Are you looking for one model for the whole state?
- A22: Not necessarily. Currently, Delaware has 8 different agencies operating in and out of youth programs.
- Q23: If you get funded to serve New Castle County, can you focus in on an area within the county or do you have to serve the whole county?
- A23: Providers should specify who/where their services are targeting within the proposal. For example, it is acceptable to serve Brandywine School District, but this should be clearly stated within the proposal.

- Q24: Does the state provide any measurement to determine if youth are two grade levels behind?
- A24: Behind Grade Level is defined as – individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individual. When determining the level of deficiency for a youth participant, it is essential to determine the grade level at which they should be functioning. In order to enter the first grade, a child must be six years old on or before September 1<sup>st</sup>. The following chart was developed to help aid program staff in determining if youth are two grade levels behind:

Age on or before Sept. 1st	6	7	8	9	10	11	12	13	14	15	16	17
Grade	1	2	3	4	5	6	7	8	9	10	11	12

Therefore if a 16 year old indicates on a TABE test that they are functioning in math at the 9<sup>th</sup> grade or below level, then this youth is 2 grade levels behind.

- Q25: Can the ISS be replaced by the Career Cruising that the schools use?
- A25: No.
- Q26: Does the credential have to be national recognized?
- A26: Yes. Credentials are defined as Nationally recognized degree or certificate or State recognized credential (H.S Dipl/GED, postsecondary degrees, recognized skills standards, licensure, apprenticeship or industry recognized certificates). Includes all state education agency recognized credentials.

Q27: Do in and out of school youth have to be basic skills deficient?

A27: Basic skills deficient means, with respect to an individual, that the individual has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

The definition of out of school youth is: a school dropout or a youth who has received a secondary school diploma or its equivalent but is basic skills deficient, and unemployed or underemployed. Therefore, not all out of school youth have to be basic skills deficient.

The definition of in school youth is: enrolled in school, Basic Skills Deficient, or at least two (2) grade levels below their expected grade level, and be at risk of dropping out of school at the time they are enrolled. Therefore, not all in school youth have to be basic skills deficient.

Q28: Are milestones (Target Question 6) projections?

A28: Yes.

Q29: Does the state offer support in recruiting youth?

A29: No. Youth contractors are required to recruit all youth.

Q30: Is there a cap on administrative cost?

A30: Yes, it is capped at 12%

The following is a list of e-mail addresses of all that attended the orientation:

Name	E-mail
Sarah King	<a href="mailto:sking@jobsdegrads.org">sking@jobsdegrads.org</a>
Bev Knight	<a href="mailto:bknight@jobdegrads.org">bknight@jobdegrads.org</a>
Chris Sarafian	<a href="mailto:csarafian@att.net">csarafian@att.net</a>
Jim McHarg	<a href="mailto:jim.mcharg@catapultlearning.com">jim.mcharg@catapultlearning.com</a>
Justin Bilik	<a href="mailto:justin.bilik@catapultlearning.com">justin.bilik@catapultlearning.com</a>
Diane Moss Bab Anderson	<a href="mailto:treehousewellnesscenter@gmail.com">treehousewellnesscenter@gmail.com</a>
Christina Watlington	<a href="mailto:cwatlington@provcorp.com">cwatlington@provcorp.com</a>
Malik Muhammad	<a href="mailto:mmuhammad@provcorp.com">mmuhammad@provcorp.com</a>
Priscilla Turgon	<a href="mailto:pturgon@aol.com">pturgon@aol.com</a>
Susanna Lee	<a href="mailto:suelee@jobsdegrads.org">suelee@jobsdegrads.org</a>
Stu Moore	<a href="mailto:smorre@hbi.org">smorre@hbi.org</a>
Steve Cousins	<a href="mailto:scousins@hbi.org">scousins@hbi.org</a>
Kristina Pansa	<a href="mailto:kristina.pansa@vq.com">kristina.pansa@vq.com</a>
Andrea Rotsch	<a href="mailto:arotsch@delawarefutures.org">arotsch@delawarefutures.org</a>
Rochellda Adderley	<a href="mailto:radderley@ymcade.org">radderley@ymcade.org</a>
Joe Potochney	<a href="mailto:jpotoch@nccvt.k12.de.us">jpotoch@nccvt.k12.de.us</a>
Sam Prado	<a href="mailto:sprado@nccvt.k12.de.us">sprado@nccvt.k12.de.us</a>

Sandra Bucay	<a href="mailto:sbucay@dtcc.edu">sbucay@dtcc.edu</a>
Tim Foxx	<a href="mailto:hfoxx@dtcc.edu">hfoxx@dtcc.edu</a>
Beverly Houston	<a href="mailto:thouston@dtcc.edu">thouston@dtcc.edu</a>
M. Denise Tolliver	<a href="mailto:mdtolliver@delawarefutures.org">mdtolliver@delawarefutures.org</a>
Bonita Boyd	<a href="mailto:bonita.boyd@palw.org">bonita.boyd@palw.org</a>
Rudy Marshall	<a href="mailto:rmarshall@vlsitconsulting.com">rmarshall@vlsitconsulting.com</a>
Becca Johnson	<a href="mailto:becca@npowerde.org">becca@npowerde.org</a>
Lisa Lynch	<a href="mailto:reachingtheharvest@msn.com">reachingtheharvest@msn.com</a>
Maurice Butler	<a href="mailto:revmbutler@theelizabethhouse.org">revmbutler@theelizabethhouse.org</a>