

VENDOR QUESTIONS AND ANSWERS
R-89-15-0621
WIA Youth Employment Services Project
Q & A period: October 11, 2007 - November 05, 2007

Final Question and Answer Document
November 16, 2007

Robert Smedley
Associate Director
Wayne/Holmes ADAMHS Bd.
October 15, 2007 (Date of Inquiry)

Q1. I just received word of this RFP from our Family and Children First Coordinator. I have looked over the cover letter and the information on your page re: the RFP. I did not see anything there about the size of the 12 grants. Can you provide any direction about the total dollars available through this offering, that is the amount that would be divided by 12?

A1. As stated in Section 1.5 of the RFP, a minimum the State will fund twelve awards. Of the twelve awards, eight must be awarded in major urban centers and at least two of the remaining four projects must be awarded in rural locations. The awards will range from \$100,000 up to \$400,000 per year for each award. Awards exceeding \$250,000 must show regionalization. ODJFS did not put a specific dollar amount for each award as there is a range from entities to apply, based on their specific project.

"Beth Winegar"
October 16, 2007 (**Date of Inquiry**)

Q2. Why is there a requirement to have a youth employment council when there is a federally mandated local youth council comprised of business and individuals / community leaders interested in youth? Can this entity be a subcommittee of youth council? What if a demand occupation is defined locally based on geographic location and it may not be congruent to the state's labor market information for a demand occupation? Section 1.1 indicates that partnerships are critical to the success of the youth employment project. What is meant by private entities, employers, educational institutions, for profit entities, and private not for profit entities are mandatory? Is this section referring to the One Stop concept or if these partners are in the community submitting a proposal - a letter of support /active participation is required? How do organizations wishing to submit document 20% matching funds as in-kind and not financial? If a regional application is accepted - how will the state approach the fiscal agent issue? Will the funds go directly to one or be designated to each of the WIB Fiscal Agents? Potential funding SFY10-11 - Will WIBs need to resubmit their grant narratives for the next biennium, will there be additional competitive processes/ or will there be continuation funding providing there is sufficient funds designated by the Governor?

A2. Yes, the current WIA local youth council could be a sub committee for the youth employment council for this project. However the scope of the Youth Employment Council may be greater than what is mandated for the WIA Youth Council and you may want to expand the

WIA youth council or create a youth employment council that addresses more than just WIA youth.

If a demand occupation is defined locally by geographic location (that is not congruent to the State's LMI data) then the proposal must clearly identify the data sources (i.e. chamber of commerce data, employer surveys, etc.) that were utilized to "locally define" the demand. The project must justify and explain the "locally-defined" demand occupation in the proposal.

The section 1.1 indicating partnerships is referring to the One Stop concept and that the entity submitting a proposal must clearly show how they are partnering with community agencies or businesses. A WIA area cannot apply for this award as the sole service provider; they must show the partnership. If the organization is providing an in-kind match then they need to still calculate the cost of the in-kind items. For example, if you are using space as an in-kind match then you need to show the total sq. ft and cost of the sq. ft. from the landlord. Additionally, if you are using shared space then only include the proportionate share as part of your in-kind match. The entity applying for the award should only have one fiscal agent for the project. No, as stated in Section 1.6, there may be a renewal for the projects selected through this RFP if funding is available, the programmatic need continues, dependant upon satisfactory grantee performance. This project is for SFY 08-09 and the commitment for the award is only for that time period.

Steve Sturgill

October 19, 2007 (**Date of Inquiry**)

Q3. I am writing a proposal for the above mentioned youth RFP, however, I am confused.....In section A Overall Proposal Organization you want partner letters In section 2.1. Mandatory Grant Qualification you want to have info on the partners, copies of partnership letters and the EIN #'s In section 2.2 Organizational Experience you again want information as to the partners experience.....Do the partners info need to be reflected in each of the sections? If so, why?

A3. Applicant's proposals' Tab 1 should contain copies of the partnership letters & the WIB's letter. Tab 2 A should contain information needed to meet RFP Section 2.1, Mandatory grantee qualifications. Tab 2 B must answer RFP Section 2.2 and Tab 2 must address staff experience as covered in RFP Section 2.3. See Section 5.2 B for these details on proposal organization.

Sharon Parry

Real WorkForce Solutions

October 23, 2007 (**Date of Inquiry**)

Q4. Can a local area win an award for more than one project?

A4. Yes, especially if the projects cover different geographic areas and regions.

Q5. Can a very large (either geographically, or population base) submit a project for greater than \$400,000 if the proposal clearly substantiates the need?

A5. Yes, but ODJFS reserves the right to request a modification to the project based on available funding. In other words, we will consider the proposal but the award amount may be modified based on the funds available.

Q6. Can a local area choose to be the fiscal agent at 0% and allow the service provider to use the 10% administration?

A6. Yes, the fiscal agent fee is not mandatory and the 3% is the maximum a fiscal agent can charge for the project. However, they may charge less than 3% or completely waive the fee.

Q7. If a for-profit organization submits a proposal to a WIB, should it comply with the individual local area's policy on profit, or has ODJFS established a profit-rate policy? (If the ODJFS has established a statewide profit-rate policy, where can this policy be found for reference purposes?)

A7. For-profit organizations submitting a proposal will need to comply with the individual local WIB's (that will act the fiscal agent) policy on profit-rate/margins for for-profit companies.

Barbara Seibel, President & CEO
Jobs for Cincinnati Graduates
October 25, 2007 (**Date of Inquiry**)

Q8. Have the WIA performance standards for out of school youth been waived or are the expectations the same as with WIA funding that the WIB is currently responsible for?

A8. The WIA performance measures do not apply to this grant.

Mary Pat Gebers, CFO
Harbor Behavioral Healthcare, Inc.
October 26, 2007 (**Date of Inquiry**)

Q9. Please clarify your section 3.1 G in regards to administrative costs. As per 20CFR667.220(c) (4) "Except as provided at paragraph (c) (1), all costs incurred for functions and activities of subrecipients and vendors are program costs." This seems to indicate that all costs for subrecipients and vendors, with the exception of (c) (1) which speaks to "subrecipients or vendors that are solely for the performance of administrative functions" are not to be considered administrative costs and not a part of the 10% administrative cap limitation. I am unclear as to whether your proposal recognizes that the costs listed for the functions you stated as administrative are not in fact counted as an administrative cost per the above CFR when they are incurred at the subrecipient or vendor level.

A9. In the Code of Federal Regulations for the Workforce Investment Act final regulations in part 667.920, administrative costs are defined as follows:

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I: (i) Accounting, budgeting, financial and cash management functions; (ii) Procurement and purchasing functions; (iii) Property management functions; (iv) Personnel management functions; (v) Payroll functions; (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; (vii) Audit functions; (viii) General legal services functions; and (ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems. (c)(1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs. (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/ categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c) (1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;

This RFP will be funded using statewide discretionary funds and not formula funds. The State may and has determined the Administrative Cost limitations as outlined in the RFP.

The selected applicants to this RFP will be conducting participant eligibility and therefore, will be acting as a Subrecipient of the funds.

Gary Lambert"

October 26, 2007 (**Date of Inquiry**)

Q10. Are the WIBs outlined in the grant refer to the 20 designated local workforce investment areas in Ohio?

A10. Yes.

Barbara Seibel, President & CEO
Jobs for Cincinnati Graduates
October 31, 2007 (**Date of Inquiry**)

Q11. Can local WIA, or TANF be used as match?

A11. Page 8 or 27, Section 1.10 The matching funds may not be federal funds. Matching funds may be private, state, or local dollars, and in-kind match, defined as office space, equipment, staff time, transportation, etc., will be considered. An example of cash match could be from a legal funding source such as private business, state or local entities. Employer subsidized wages would also be considered as form of cash match. Since WIA and TANF are federal funds they can not be used.

Q12. Do these youth get enrolled into SCOTI?

A12. They are not enrolled in the SCOTI WIA system. SCOTI is currently being modified to include reporting for the purposes of this grant. The state will sponsor a specialized training to the grantees for the purpose of tracking for this grant.

Q13. If enrolled in SCOTI, which WIA youth "category" are these youth to be enrolled in?

A13. They are not enrolled in the SCOTI WIA system. SCOTI is currently being modified to include reporting for the purposes of this grant. The state will sponsor a specialized training to the grantees for the purpose of tracking for this grant.

Karen Faust, Director
Hopewell Jobs for Ohio's Graduates
October 31, 2007 (**Date of Inquiry**)

Q14. Page 1, Section 1, 1.1: I am in Area 7 and the 5 Star area (Montgomery County, Highland County, Greene County, Clinton County and Fayette County). I called my local county JFS and asked about the grant. They were not sure if they had jurisdiction or if it was the 5 Star WIB or the whole Area 7 WIB that I should consult for collaboration and submission of the proposal.

A14. ODJFS, The Office of Workforce Development does not recognize the 5 Star area, therefore you have the option of going through Area 7 WIB or any other WIB in the state. The grants are not required to flow through your local WIB but merely through a recognized WIB within the state. It is possible that you could select the WIB in Area 15 or Area 20 to be your fiscal agent.

Q15. Page 8, Section 1.10 Time Frames and Award amounts: The proposal indicates funding of \$100,000-\$400,000 per year. Since the time frame is for more than a year (Mid Feb, 2007 to

June 30, 2009) should my proposal reflect costs for one year or for 16 months, or will it be adjusted accordingly at the state level?

A15. The budget should be written for 17 months. The grant is scheduled to begin February 15, 2008 and conclude on or before June 30, 2009.

"Steve Sturgill"

November 1, 2007 (**Date of Inquiry**)

Q16. In section "C" business involvement the third sentence states: Youth wages may be subsidized for all employment 32 hours per week. A subsidy means that someone other than an employer is paying wages. I cannot find any line item in the budget where subsidized wages can be listed.

A16. According to the budget language, "Grants may be used for youth wages and benefits, supervisory costs, training and support costs, and infrastructure expenses". The intended purpose is to allow subsidized wages to be included as part of the grant application in the budget process. For example, if a youth is employed, the grantee may subsidize part of that wage if the youth is employed at least 32 hours or more per week. Subsidized wages can be a costly element within the proposal therefore the selected grantee may only choose to subsidize a percentage or may choose not to subsidize any of the wages with an employer. Subsidized wages are an allowable budget item for the purpose of this grant.

IMPORTANT: With the posting of this Final Question and Answer Document, ODJFS has also posted a revised project budget sheet. Applicants are to use the revised budget form in submitting their proposal to ODJFS.

Q17. Stipends are listed as appropriate for training component for 12 hours per week. Is work experience a training component and is there a maximum on the amount of the stipend? Should it be based on minimum wage?

A17. Training may be short term leading to a certificate or a degree. The grantee must demonstrate locally defined training based on the locally defined high growth, high demand occupations. Work experience would not be considered a high growth, high demand occupation leading to self sufficiency. According to Section 3.1 (E) training stipends may be issued at the rate of one half the minimum wage for students enrolled in a training or educational component of at least twelve hours per week.

Q18. Under section "E" the RFP states: Specific training modules must be identified based on the target population and career path. How can this information be identified prior to knowing the individual customers and their needs with the target group?

A18. Labor Market Information (LMI) or other data may be used to determine local defined training and employment needs. This will require research on the part of the applicant to determine what local jobs are applicable to the youthful offenders, out of school youth or other target populations. The RFP does give an example; health care professions would not be a good

training choice for youthful offenders. Specific training modules must be identified for the purpose of this grant.

Kristi Lewis
Youth Program Director
TDH Enterprises, Inc.
November 1, 2007 **(Date of Inquiry)**

Q19. When writing a proposal that would include multiple counties would we need only one county to act as the WIB or would we need one for each county within our proposal?

A19. For the purpose of this grant, only one WIB would act as the fiscal agent. It is the decision of the applicant which WIB would act as the fiscal agent. According to Section 2.1 the WIB is not required to be a partner however, the WIB may elect to be a partner. The WIB may or may not endorse the proposal. The WIBs are required to submit all proposals.

Q20. Out of the 3% that the WIB would get through the administrative costs, would each county get 3% or would that amount have to be broken down between all counties named if there is more than one WIB (one for each county)?

A20. There is only one fiscal agent per grantee. Only one WIB would get the 3% administration unless a WIB that is serving as a fiscal agent for multiple approved grantees, then the WIBS would be eligible to receive 3% per grant if they are only acting as the fiscal agent.

Q21. On the 20% matching funds, what is an employer subsidized wage? Please define.

A21. Should an employer pay a percentage of wages for the youth identified by the grant, this amount could be considered as part or all of the 20% match based on the requested amount of the RFP application.

Kerrie L. Carte
Development Specialist
WSOS Community Action Commission, Inc.
November 1, 2007 **(Date of Inquiry)**

Q22. Page 8, Section 1.10 – Time Frames and Award Notices.

- The above statement implies that the program would run for 16 to 17 months. Are applicants to turn in a budget based on 12 months or 16 to 17 months?

(See answer to question 15 above)

- Should the numbers of participants be proposed for a 12 month program or 16/17 month program?

A22. The number of program participants should be not exceed 17 months based on the budget for 17 months.

Q23. Page 3, Section 1.4 – Grant Award Structure.

- Is there as standard form letter to be used by the Workforce Investment Boards in regards to the “Letter of Acceptance of fiscal agent responsibility”?

No, a standard form letter has not been designed.

- Does the Workforce Investment Boards have an option not to assume fiscal agent responsibilities, if the project is funded?

A23. The WIB may decide not to be a fiscal agent. The applicant may elect to work with any recognized WIB in the state. The fiscal agent does not have to be the fiscal agent located in the project area.

Q24. Page 11, Section 3.1 – Scope of Work, D. Local Advisory Council

- Can a grantee utilize the existing youth council in our region to meet the requirement of an advisory council? If not, isn’t this a duplication of services?

A24. Yes, the existing youth council may be used as advisory council providing they meet the definition outlined within the RFP including but not limited to quarterly meetings, majority business members and at least two youth. Minutes should be kept for auditing purposes.

Q25. Page 11, Section 3.1 – Scope of Work, F. Reporting

- Will the Ohio Department of Job & Family Services be utilizing the SCOTI system to report participant data?

A25. They are not enrolled in the SCOTI WIA system. SCOTI is currently being modified to include reporting for the purposes of this grant. The state will sponsor a specialized training to the grantees for the purpose of tracking for this grant.

Q26. If a grantee is requesting to serve 6 counties within one Workforce Investment Area, are they eligible under Regionalization to apply for up to \$400,000?

A26. Yes, the applicant would meet the definition outlined in the RFP for Regionalization.

Q27. Page 19, Section 5.2 – Format of Organization of Proposal

- Other than Tab 3, is there an overall page limit on the whole Proposal?

NO

- Is there a limit on Optional Grantee Attachments?

A27. NO

Q28. Page 2, Section 1.1 – Purpose

- Is it a 20% match of requested ODJFS funds (ie \$100,000 = \$20,000 match) or is it a 20% match of the total project (ie \$100,000 + 20% \$20,000 = \$24,000 match)?

A28. The 20% match would be based on the requested amount of funds from ODJFS. In other words, the 20% would be based on the \$100,000.

Kristi Lewis
TDH Enterprises, Inc.
November 2, 2007 (Date of Inquiry)

Q29. Should the budget be written for the full 24 months, July 1, 2007-June 30, 2009, or reflect the 17 month period of mid February 2007-June 30, 2009?

A29. See answer 15 above.

C. Lumana Pashi, PhD
The Crossroads Center
November 2, 2007 (Date of Inquiry)

Q30. Could a WIB submit two applications from one provider/applicant?

A30. According to 2.1 Mandatory Grantee Qualifications, the WIBs are required to submit all proposals. The WIB may be a partner on multiple applications.

Taten
November 2, 2007 (Date of Inquiry)

Q31. Youth who are disengaged from the educational system. Does this include youth who have been truant, but not for 90 days, and are then approved for home schooling, virtual learning or American school?

A31. Page 12 or 27, Section 3.2 Home schooling, American School or virtual learning does not meet the definition of truant youth for the purposes of this RFP. If the youth is currently enrolled in some form of education to obtain a high school diploma or GED, they are not considered youth disengaged from the education system.

Judith J. Kestner
Grants Administrator
Tri-County Educational Service Center
November 2, 2007 (Date of Inquiry)

Q32. Would you please identify the "geographic factors mandate in the current state biennial budget for the use of this funding".

A32. Page 2, last sentence.....Award selections will be based on multiple criteria including proposal quality, project budget and geographic factors mandated in the current state biennial budget for the use of this funding. Geographic factors refer to Section 1.3 Page 3 of 27 second paragraph. An applicant may apply for a single area or submit a proposal meeting the definition of Regionalization. Regionalization would be considered as the geographic factors for the purpose of this grant.

Ohio's urban areas are Cleveland (Cuyahoga), Columbus (Franklin), Cincinnati (Hamilton), Toledo (Lucas), Youngstown (Mahoning), Dayton (Montgomery), Canton (Stark), and Akron (Summit). Rural areas are defined as counties or areas with less than a total population of 250,000. Other areas are defined as a combination of urban and rural. For the purposes of review and selection of awards, all proposals submitted will need to fit into the classification of urban, rural, or other. Each WIB's proposal must clearly indicate if it is being submitted for consideration as an urban, rural, or other program classification. ODJFS plans to select a minimum of twelve projects for award (eight urban awards, two rural awards, and two other) that meet the requirements specified in this RFP. Any WIB may submit more than one proposal for services within its area, so long as they serve as the fiscal agent for the proposed projects.

Q33. Youth Offenders. Does this mean any youth on probation, with or without a felony charge(s)?

A33. According to Section 3.2 Youth offenders are defined as youth (male or female) who are within 90 days of release from State or community-based facilities and/or anyone with a criminal record who is residing in an area identified in the grant. A youth on probation with or without a felony charge(s) is considered to be a youth with a criminal record if they have been a registered with the court system and/or charged by the court system. A youth may be on probation and registered with the courts for the purpose of this grant but probation is not a requirement.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-89-15-0621.**