



2010 Summer Youth Services

Clarifying/Technical questions concerning ITN #8 must be received by March 11th, 2010 at 3:00 p.m. in writing, fax or via email at:

itn2010summeryouthservices@worksourcefl.com

Notice: We were advised a document was missing from the ITN; however, the document is not missing, but incorrectly named.

Discrimination Statement (Attachment J) should read Nondiscrimination Statement and Equal Employment Opportunity. All appearances of the words "Discrimination Statement" should be interpreted as the Nondiscrimination Statement and Equal Employment Opportunity.

Questions and Answers

Received Thursday, March 04:

Q. Requesting clarification for section B. Requirements of local, state and federal requirement, item 8: "Youth will receive stipends that equate to the minimum wage amount x the number of hours of participation not to exceed 20 hours per week."

A. The work experience hours expected for youth participating in the summer program will vary between each summer project. Youth should not exceed 20 hours per week. The current minimum wage is \$7.25. The statement provides a sample calculation if youth were paid by the hour ($\$7.25 \times 20 = \145.00). Youth who receive stipends are not paid by the hour; therefore, a daily rate to calculate pay should be used to equate to the \$145.00 per week standard.

Q. For similar summer programs, we have historically offered summer participants paid incentives based on an attendance and performance rubric rather than actual wages. Our program will operate 6 hours per day for 4 days/week equaling more than 20 hours

per week. The incentives have been handled by our school district and not WorkSource. Will this be allowable for the ARRA funding?

A. WorkSource expects to manage distribution of stipends/wages (incentives) payments to participants under the Workforce Investment Act, which would include ARRA funding. This process could change as necessary or during contract negotiations; however, the most effective and efficient method will be selected.

Q. Is there a limit on the number of applications an organization is allowed to submit?

A. No; however, organizations should combine their efforts appropriately to deliver an effective proposal.

Q. What is the limit on the dollar amount that may be requested, per application?

A. There is no minimum or maximum amounts per proposal.

Q. Are these stimulus funds?

A. WorkSource has not determined if stimulus or other youth funds will be used for the summer program.

Received Monday, March 08:

Q. Requesting clarification of Section B. Requirements of local, state, and federal requirements. #3. Please clarify what is meant by "this job placement service must be integrated into the WorkSource Career Service System".

A. A truly effective career service system must reach beyond the simple co-location of programs, personnel, resources and agencies. The WorkSource system offers customer service by providing step-by-step employment and re-employment plans. For many customers this may simply mean access to job listings, while others may require skill and aptitude evaluation, job search assistance, education and re-training, or temporary financial assistance. The challenge of operating the WorkSource System is in the management of a wide variety of resources with purpose of crafting a system which integrates the array of employment and training services available here on the First Coast. The strategy is designed to blend separate programs and funding streams, providing single points of access to workforce services for both employers and job seekers.

Q. Requesting clarification in the same section of: "the offering must fully detail how the academic enrichment portion of the summer component will interface with private sector employment, specify targeting high skill/high wage occupations or those career laddering opportunities that lead to high skill/high wage occupations." Are you referring to taking students on tours or field trips of employers in addition to job skills training? It is not clear.

A. The academic enrichment part of your program should coincide with specific employment opportunities that lead to high skill/high wage occupations. Avoid training in areas that may not be on the Targeted Occupational List (TOL) or in areas that misguide youth into trendy career fields. If tours/field trips are a part of your enrichment process, the outings should be linked to targeted career fields and/or future training opportunities.

Q. Confirming that WorkSource is requesting application of the TABE test and to administer WorkKeys to students in the summer work program as referred to in Section B. Requirements of local, state and federal requirements #4.

A. A national standardized testing instrument must be used as a pre and post test. This section identifies two test instruments as viable options; although, only one testing method is required.

Q. Section B. Requirements of local, state and federal requirements #6. Since our students are enrolled in high school and attending academic classes at their assigned school under state certified teachers, does 6 (a) in this section apply to our job skills instructors?

A. All instructors, teachers, professors, etc., must meet the state's teaching standard and carry the required certifications (or eligible for certifications) as appropriate. This applies to individuals who are providing instruction to youth or required under state law to carry such certificates to perform a particular training. There may be exceptions as noted in this section, whereby approval must be received from FCWD.

Received Tuesday, March 09:

Q. What is the total amount available to organizations under this ITN?

A. This question was asked and answered on March 4.

Q. Is indirect an allowable expense?

A. Yes, but only if the cost is specifically for the summer youth program you plan to operate.

Q. Can charts and tables be single-spaced?

A. Yes. Please note that responses should not be more than 2 pages.

Q. Does Work Source provide applicants or do we provide applicants? Do we identify potential employees that meet your criteria?

A. Part A. WorkSource's intent is to provide an eligible group of participants available for all programs offering a work experience opportunity. Participants should be able to apply through WorkSource's website.

Part B. Yes, each organization (offeror) will hire their own employees based on the criteria set forth in the ITN, as appropriate.

Q. We have two low income minority youth (one in Putnam County and 1 in Duval County) that we may ask for funding. If these youth work at our facility is they limited to 20 hours per week or can the funds provided be a supplement to their salary as a full time employee. These two youth are all ready a part of our program.

A. Currently, the maximum hours a youth may participate is 20 hours, which was addressed earlier in the ITN Q&A. Federal and State legislation have not been received on these sensitive issues; however, in past summer programs, a supplement beyond the 20 hours was not commonly supported. It is not WorkSource's intent to make determinations under these circumstances or be more restricted than current Federal and State laws.

Q. Are we required to accept any applicants that your organization assigns to us if we choose to participate in this program. Because of the nature of our youth protection policies we are very selective about those that we employ. We also have a very competitive interview process with many applicants not being accepted.

A. No; however, WorkSource's goal is to ensure the "best fit" for youth and the organization providing work experiences. The selection process must meet all standards required under Federal and State laws and the Workforce Investment Act (WIA) when determining eligible participants.

Received Wednesday, March 10:

Q. Does the ADA Compliance statement only require one signature and can it be signed by the organization's CEO?

A. Yes, it requires only one signature, which could be executed by the CEO or authorized personnel. Remember this is due only if a contract is awarded; however, submitting it with the proposal is allowed if one has been recently completed.

Q. Does the Proposal Rating Sheet need to be included in the proposal?

A. No, the proposal rating sheet will be completed by WorkSource.

Received Wednesday, March 10:

Q. If a participant is receiving certification; can they attend training longer than 20 hours per week and receive a stipend instead of minimum wage?

A. At this point, 20 hours of participation is the amount of time a participant should not exceed during his/her work experience. Options may be available during negotiations.

Q. Is tuition an allowable expense for the out-of-school youth since short term courses are not Pelt eligible?

A. Yes tuition is allowable.

Q. Page 9, number 4 of the ITN states that referrals from other FCWD programs are acceptable. Does that include other WIA programs, even if a provider is already serving WIA youth? Specifically:

A. Would our current in-school youth be able to participate in this, since there are not enough spaces through our regular contract?

B. Would our current out-of-school youth be able to participate?

C. Would youth in other WIA programs be able to participate if they are placed on hold in their current program?

A. Yes, referrals from other FCWD programs are allowed, which includes WIA programs. Participants receiving full WIA services typically should not participate in the Summer Youth Program simultaneously, except under special circumstances. This exception must be determined on a case by case basis. WIA and WorkSource's position is to serve the "most in need" while accounting for all other eligibility factors that presents challenges for participation.

A. WorkSource's intent is to allow as many youth as possible to participate in all of its programs. Please review above answer

B. Yes, please review answer "a."

C. Yes. Please review answer "a."

Q. Can you please provide/define the income level guidelines for the program?

A. Metro may be used for all counties in Region Eight.

Income Level Guidelines

Effective Date: 5/13/2009

Family Unit Size	METRO	NON-METRO
1	\$10,830	\$10,830
2	\$14,570	\$14,570
3	\$18,310	\$18,310
4	\$22,500	\$22,050
5	\$26,556	\$25,790
6	\$31,058	\$29,935
7	\$35,560	\$34,273
8	\$40,062	\$38,611
For each additional person in a family above eight, add	\$4,502 per person	\$4,338 per person

Q. In reference to Question 3b on page 12 of the ITN – Will an industry certification suffice for measurement of the summer program or should there also be a separate academic measurement?

A. Currently, WIA requires all youth to receive an objective assessment, which includes testing in Reading and Math to determine academic levels (basic skills sufficiency). A standardized/nationally recognized test should be used (i.e. TABE). In this case, an industry certification would not meet this requirement.

Q. In the past, especially last year, what has been the \$ amount granted under similar services that is being addressed in this request for proposal?

A. WorkSource's programs varied tremendously in cost, as programs provided work experiences to youth in an range of 20 to 200 participants. WorkSource believes injecting program costs may mislead offerors in projecting program parameters and expenses.

Q. If we want to use WorkKeys as one of our instruments, can we become a FL Ready to Work Assessment Center & therefore not include the cost of WorkKeys in our budget? Or do we need to account for that in our budget?

A. WorkKeys is a national normed testing instrument, which can be used for this purpose. WorkKeys should be counted in the program's budget if it is an actual expense. WorkSource does not manage the Ready- to-Work Program, although it is a partner organization; it cannot determine if a program can become a Ready-to-Work Assessment center.

Q. If we use WorkKeys but our program will focus on education of soft skills – can we use the “Work Habits” as an evaluation method for determining success or do we have to use the math & reading section scores?

A. WorkSource has no opinion or view of the “Work Habits” instrument. If awarded, specific programs may be reviewed during negotiations.

Q. On page 9, #4 it states that recruitment is our responsibility but that referrals from other FCWD programs are acceptable. Can you clarify this? Under recruitment, can we just state that we will partner with WorkSource to recruit participants?

A. Recruitment of participants are the contractors' responsibility; however, WorkSource's intends to provide youth a mechanism to register, where programs can select from the pool of applicants. Programs should specify how it intends to meet its recruitment requirements, with or without WorkSource's assistance.

Q. On page 9 & 10, section **g** and **i**, you refer to supportive services, sec. 664.440 and follow up services as provided in Sec 664.450 – can you let us know where we can find this document and/or can you define supportive and follow up services for us?

A. This section refers to 20 CFR 664. Location - <http://www.doleta.gov/usworkforce/wia/finalrulelarge.htm> under Subpart D-- Youth Program Design, Elements, and Parameters

Q. P. 11, #8, do we put this wage calculation on our budget or is this accounted for in the award?

A. Yes, stipends should be summed into a program's total budget, which is inclusive of the award amount.

Q. P. 11 - Last year, what was the average percentage of participants who met their objectives?

A. 93%

Q. Does the "2 pages maximum" include the organizations description? If we submit an application that is in partnership with other nonprofits, can we add an addendum describing the organizations background or will the 2 page maximum still be enforced?

A. The two page maximum is for the narrative. Also, the budget has a two page maximum.

Q. There was not a form included in the packet of materials for an EA/EO certification. Shall we include our organization policy statement in lieu of a signature form?

A. No, "Attachment J" is incorrectly named and should read as Nondiscrimination Statement and Equal Employment Opportunity. Please use this form. A notice of correction will be placed in the ITN Q&A.

Received Thursday, March 11:

Q. What is the total amount available for the total initiative?

A. Please refer to the March 10th, 2010 Q&A in addition to the March 4, 2010 Q&A.

Q. Will WorkSource be providing bus vouchers for the participants?

A. WorkSource may provide transportation vouchers/bus passes for youth, but suggests organizations include all cost associated with operating a summer youth program.

Q. Are gas stipends an allowable cost?

A. Yes; however, WorkSource will seek the most cost effective method for transportation.

Q. Recruitment and placement of participants---

One answer in the Clarifying/Technical questions indicates that "WorkSource's intent is to provide an eligible group of participants available for all programs offering a work experience opportunity." The ITN notes that "The Offeror will be responsible for recruitment and eligibility for all participants including pre-assessment of basic skills. Referrals from other FCWD programs are acceptable. The final eligibility determination will be the responsibility of the offerors staff." Does this mean that WorkSource will be referring/sending participants, AND the Offeror is also expected to recruit and deem eligible participants as well? Are we expected to hold a certain amount of slots open for referrals from WorkSource?

A. Yes; WorkSource intends to refer (or to assist programs with recruiting efforts) eligible participants to various programs as appropriate. The number of eligible participants may be adequate or inadequate to meet the offeror's needs; therefore, the final recruitment process continues to reside with the offeror. During negotiations these methodologies should be finalized, which will validate if work experiences (slots) should be held "open."

Q. Length of time for instruction/training- Is there an expectation that because the paid hours are topped at 20 per week that the youth services programs will provide only 20 hours of instruction/training per week?

A. Yes.

Q. Want to again clarify that WorkSource will be paying participants either a stipend or minimum hourly wage (up to 20 hours per week at \$7.25 or \$145 per week stipend.)

A. Correct. These expenses should be included in the program's proposal.

