

**REQUEST FOR PROPOSAL (RFP)**  
**BIDDERS' CONFERENCE**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**  
**TITLE I YOUTH SERVICES**

**Tuesday, February 9, Thursday, February 11, and Tuesday, February 16, 2021**

**Questions and Answers**

1. Can multiple departments from the same institution/organization apply?

Yes, more than one department may submit an application in response to this RFP; this may be done by making one application on behalf of one or more departments *or* by making individual applications on behalf of each relevant department.

2. Is an example of out-of-school youth (OSY), a student who graduated high school and is planning to attend college in the fall?

In this example, the youth would be considered an in-school youth (ISY) if this youth had been accepted into college and the youth intends to attend college. The youth would be an out-of-school if the youth had graduated high school and had not applied to and/or been accepted into college.

3. Would it be better if a program has multiple program elements?

CNY Works does not give preference to applications that propose to provide multiple program elements or a single program element. Rather, it is important that proposals reflect the applicant's ability to provide the proposed program elements whether there are one or more being proposed.

4. How many of OSY are in Onondaga County and the City of Syracuse?

The Syracuse City School District has identified over five hundred (500) OSY in the City of Syracuse; however, this definition does not necessarily reflect *all* out-of-school youth in Syracuse and does *not* reflect the out-of-school youth in the Balance of Onondaga County outside the City of Syracuse. Thus, the actual number of out-of-school youth is expected to be significantly higher than the number identified by the Syracuse City School District. At this time, CNY Works cannot identify a specific number of out-of-school youth who would be eligible for services provided through this solicitation.

5. What are considered allowable costs?

The costs related to providing the services described in the proposal including, but not limited to: instruction, case management, facilities' utilization, utilities, program supplies/materials, software licenses, etc.

6. Are there limitations on how much a proposal can ask for in the budget?

There is not a limitation of how much funding is available for a single proposal. The budget proposed must reflect the cost of providing the program services for the number of participants to be served by the proposed project.

7. If an applicant is receiving services through Onondaga Community College (OCC) or if the applicant is participating in a single class at OCC, would that applicant be an in-school youth?

No, an individual class or a service being provided by a higher educational institution would not determine the applicant's in-school or out-of-school status. If the applicant were *not* matriculated, the student would be out-of-school.

8. Is there a minimum number of participants who are expected to be served by each proposal?

No, there is not a minimum number of participants to be served by an individual project. The applicant should have the required capacity to serve the number of participants proposed in response to this RFP.

9. What is the definition of "Youth Asset Development"?

Focusing on the positive qualities, characteristics and factors that help form healthy development in the youth being served.

10. Is there an option for Youth Work Experience wages to be paid directly by the RFP Contractor to the youth participant?

It is possible; however, CNY Works prefers to provide the work experience wages directly to the participants rather than assigning this responsibility to the provider.

11. If a project participant attains the program goals prior to the conclusion of the program, is there an opportunity to "backfill" the opening with another participant?

It depends upon the specific circumstances that cause there to be an "open" slot in the program.

12. Is there a page limit on the response to this RFP?

Each question should be answered completely and there is not a limit on the number of pages that may be included in the application.

13. What does "Exit the Program" mean?

Ninety days after receiving his/her last service from CNY Works or a CNY Works-funded program, the youth will "Exit the Program" and enter the "Follow-up" period. Follow-up will last for one year and during that time, CNY Works is responsible for providing Follow-Up services to participants.

14. Can a police academy be conducted during the summer?

Yes, a police academy may be conducted during the summer.

15. How does an agency obtain reimbursement?

A reimbursement schedule will be developed and incorporated into each contract that is generated from this RFP process. CNY Works typically reimburses programs with short durations (6-8 weeks) at the program's conclusion. For longer-term projects, CNY Works will develop a schedule that reimburses contractors more frequently, such as at the program midpoint and conclusion.

16. Will youth be paid by CNY Works for work experience?

Yes, CNY Works will cover the costs associated with work experience, wages, workers compensation and other payroll taxes and fees.

17. Are uniforms an allowable program cost?

Yes, if the uniforms are related to the proposed project, CNY Works can cover the cost of uniforms as a support service to the participants. (Program Element #7).

18. Are snacks an allowable program cost?

No, food is not an allowable program cost.

19. Does the RFP have stipulations on what other funds can be used to support the proposed project?

Other sources may be used to fund a portion of the proposed program. However, the same costs may not be underwritten by more than one source. That is a program or service may only be paid for once. Other grant sources may be used to enhance the proposed project, extend the project to additional participants and/or add value to the proposed project.

20. If a youth is in foster care, does that change the in-school status?

No. Youth, who are in foster care, may be considered in or out-of-school. Foster care status satisfies the barrier requirement for eligibility for both in and out-of-school youth, but a youth in foster care is not automatically considered to be out-of-school.

21. If participants are out-of-school and we engage with them so that re-enroll in school, do they lose their spot in the program?

No. School status is determined at WIOA enrollment and does not change after a youth is enrolled in WIOA services. The school status is not affected by youth entering or leaving school after program enrollment.

22. Can we apply in partnership with another agency or program?

Yes. Organizations may apply in partnership with other agencies or programs.

23. If we want to serve both in and out of school youth, should we submit 2 proposals?

It is not necessary to submit two proposals to serve each category of eligible youth.

24. What do you mean by “obligate” in the RFP? Do funds need to be spent on the program prior to 7/1/2021 or obligated prior to 7/1/2021?

Obligation is a term that is used in financial reporting to the NYS Department of Labor. For purposes of this reporting, funds are obligated once the contract is signed.

25. Is it better to submit a proposal for a pilot project and depending on outcomes, have the ability to extend the program 18 months or should we submit a long-term project? Would we have the opportunity to apply for additional funding if our short-term project is a success?

The decision to submit a pilot project or a long-term project is one that the applicant must make. CNY Works does not have a preference of one format over the other. The ability for an applicant to reapply for additional funding after the implementation of a successful pilot project is dependent upon the availability of grant funds to support additional projects.

26. How competitive is the funding for in school youth?

CNY Works cannot answer this question as it depends upon the number and quality of applicants that are submitted in response to this solicitation.

27. What is the preferred format for submission?

There is not a preferred format – applicants should use whatever format works best to submit the proposal by the deadline of **Wednesday, March 3, 2021 at 4 p.m.**