

**Youth Program: Career in Focus
Bidders' Conference| Q&A
March 22, 2019**

<u>TERM</u>	<u>ABBREVIATION</u>
Workforce Development Board of Solano County	WDB
Workforce Innovation and Opportunity Act	WIOA
On-the-job training	OJT
America's Job Centers of California	AJCC
Comprehensive Adult Student Assessment Systems	CASAS
Americans with Disabilities Act	ADA
Individual Service Strategy	ISS

Q1) Can you provide clarification on the cost reimbursement model?

A1) *This model requires that the subrecipient is to be reimbursed for only those expenditures which they have incurred and paid in the operation of the contracted services. Costs must be allowable under the contract scope of work, contract provisions, and applicable grant rules, to be reimbursable. Invoicing instructions are detailed in the invoicing section of the sample contract, included in the RFP.*

Q2) For example, if we were awarded \$100,000 what monetary reserve would be needed during the 30 day period of work? Are you working at an estimate of the subrecipient already having 10 percent or "X" amount? Is there a formula?

A2) *The subrecipient may invoice on a monthly basis; a cost reimbursement invoice should be submitted no later than the 15th of the following month. The WDB processes all invoices within 30 days of receipt. Payment is made promptly through the Solano County Auditor's Department. The subrecipient will need to have sufficient alternate funding to cover the cash flow for the invoice period and the following payment processing period. There is no "formula;" the amount of any reserve will vary with the program design. Invoicing instructions are detailed in the invoicing section of the sample contract, included in the RFP.*

Q3) Is there a blended approach for cost reimbursement? For example, an upfront of 10 percent?

A3) *Cost reimbursement is the available payment method; the WDB does not advance funds to subrecipients.*

Q4) Can a portion of work experience funds be used for trainings, OJTs, and apprenticeships? Is there a delineation of where the funding will go or a priority of the programs?

A4) *WIOA defines work experience as "a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience pay be paid or unpaid, as appropriate." Refer to the RFP section for a detailed description of those activities that qualify as Work Experience; see Section Two. Program Description / III. Program Requirements / B. Work Experience. Any of the activities may be funded with work experience funds. OJTs, paid internships, and apprenticeships are allowable uses for work experience funds. Occupational training will be funded through WDB funds in partnership with the subrecipient. Some work experience activities, namely pre-apprenticeships and OJTs, have WIOA regulations and funding parameters that must be met and are outlined in the RFP. The Department of*

Labor has a reference page on youth work experience for further details and best practices that can be viewed at <https://youth.workforcegps.org/resources/2017/01/19/14/27/Paid-and-Unpaid-Work-Experience>.

The only funding delineation under the RFP is between work experience and program funding.

Q5) Can you provide clarification on Section B. “Work Experience,” second sentence (page 7). If a student is placed in work experience, do they have to be enrolled in some sort of academics as well?

A5) Work experiences must include academic and occupational education that may occur concurrently or sequentially with the work experience, either by the business or another party, such as the subrecipient. The academic and occupational education refers to contextual learning that accompanies a work experience. Participants do not have to be enrolled in an academic program and work experience at the same time; they could also gain occupational education from the work experience. Subrecipients have the flexibility to decide how this will be incorporated.

An example: if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of jobs available in a hospital provided by their supervisor or academic education could be learning some of the information needed for hospital occupations such as anatomy, functions of certain tests, etc. one day a week provided by a trainer or the subrecipient.

The Earn and Learn model is based on the participant’s career choice and if there is an opportunity to create a work experience that couples with the career choice, that is ideal.

Q6) Can participant case files be maintained electronically by the subrecipient?

A7) Once funded the subrecipient will have access to the WDB’s electronic reporting system, CALJobs, with some technical assistance. The subrecipient will need to maintain a hard copy case file of participants for monitoring purposes.

Q8) Can you provide clarification on Section III. “Program Requirements”, Sub-Section B. (page 8) regarding youth funds compared to youth formula funds?

A9) Formula funds refers to the overall WIOA youth allocation which is awarded to Solano County. Youth funds is a general term commonly used for this funding. The section is referring to youth funds. A portion of the youth funds, per grant mandate, must be expended on work experience activities.

Q10) Can the activities listed in Section III. “Program Requirements”, Sub-Section B. (page 8) be used to spend 75 percent of work experience funds?

A10) Yes. The work experience funding allowability includes direct expenditures for youth plus any work that is done to support and build the experiences. Staff time, as outlined in the section, can be charged to the work experience category as long as it is focused on work experience activities.

Q11) Will the WDB allow the subrecipient to ramp up the work experience and lessen the training over time, so that in the first three months the subrecipient wouldn’t meet the 75 percent target but would exceed the target in the last three months by 20 percent?

A11) The WDB receives youth allocations every year and every fiscal year (July – June), the WDB must meet our minimum work experience funding requirement. Within the fiscal year, the work experience

funds would need to be spent, but the subrecipient can determine at what pace and timing the funds are expended within that year.

Q12) What are the restrictions on sub-contracting and work with volunteer staff?

A12) *With the WDB's written approval, subcontracting is allowable. The subrecipient is responsible for determining the parameters of a sub-contract (e.g., level of activity and expense). Volunteers may also be used to provide activities (e.g., mentorship), as long as they have completed a background check and adhere to the WDB's confidentiality policy: <http://solanoemployment.org/sites/default/files/2018-1%20Participant%20PII%20Policy.pdf>.*

Q13) Are there any restrictions to travel that would not allow participants to travel outside of the state (e.g., social justice trip in Washington or Atlanta)?

A13) *This type of expense may be allowable under the contract; the subrecipient must obtain prior approval from the WDB for the cost to be considered for reimbursement.*

Q14) Can participants attend out of the county vocational training and would it fit within the 14 program elements?

A14) *The WDB uses the 9 surrounding counties for trainings and would have no issue with participants attending trainings or activities outside of the county. The RFP mentions there are occupational training funds available for youth through the WDB. Occupational training funds would not need to come out of the subrecipients budget. The WDB would work with the subrecipient to support and fund those opportunities for enrolled youth.*

Q15) Will there need to be any post assessments for participants?

A15) *A need for post-assessments depends on what programming is proposed for participants. If a subrecipient is providing Adult basic skills or English language instruction, then a post-assessment would be needed to show a measurable skills gain. If the subrecipient is providing those services, then a post test is not needed. The state requires the CASAS test to assess academic or English language ability and it is required for all youth that enter programs. One of the eligibility requirements can be low basic skills or low English language; CASAS testing is a way to identify those barriers during the intake and eligibility process.*

Q16) Can the CommunityPro assessment be used for deficiencies?

A16) *For context, CommunityPro is a platform that the WDB is using to share referrals and track how other organizations are working with co-enrolled participants. CommunityPro can be utilized to take advantage of another agency's assessment of a participant. For example, if an Adult School tested a participant on the CASAS assessment and the participant is in CommunityPro, the WDB could use the results to count the Adult School's CASAS test as the WIOA pre-test. Note CASAS must be used for all academic assessments; other assessments can be used for participants to identify any additional barriers.*

Q17) WIOA application requirements.

A17) *WIOA youth eligibility guidelines can be found in the WDB's policy "Youth Eligibility and Enrollment," accessed here: <http://solanoemployment.org/sites/default/files/2018-08%20Youth%20Eligibility%20and%20Enrollment.pdf>*

Q18) If a service provider wanted to provide the programmatic framework that was not inclusive of the work experience or if the work experience was referral based how would we submit a scope of work?

A18) *If the subrecipient was not providing work experience directly, they would need to be able to effectively articulate how the work experience funds would be spent.*

Q19) Can you elaborate on the budget columns?

A19) *The budget columns separate two distinct types of costs. The first column should contain all program costs excluding those which support qualified Work Experience activities. The second column should contain only those costs that support Work Experience activities. The amount of youth funds expended on Work Experience is determined by grant mandate; these costs must be identified and reported separately from all other program costs. Refer to the RFP section for a detailed description of those activities that qualify as Work Experience; see Section Two. Program Description / III. Program Requirements / B. Work Experience. Demonstration of sufficient inclusion of Work Experience services and activities will be considered in the review of each proposal.*

Q20) Would a current Memorandum of Understanding with a local employer suffice for work experience?

A20) *If the subrecipient were providing work experiences that were not funded in any part by the employer, a Memorandum of Understanding (MOU) with a local employer would suffice. However, the MOU would need to be specific to the youth, identifying the work experience elements specific to their experience, such as hours, length of work experience, position to be held, etc. If the youth was placed in a work experience that was funded in part or whole by the employer, a contract would need to be completed with the employer. Further details on contracts or MOUs can be discussed with the successful bidder upon sub-award execution.*

Q21) Could the employer of record be the recipient or does it have to be the WDB? Can the subrecipient be the employer of record?

A21) *The WDB anticipates the subrecipient will be the employer of record. The WDB may agree to acting as the employer of record on behalf of the subrecipient upon request, but would keep funds intended for participant wages and FICA. The WDB will exercise due diligence to determine if the subrecipient is capable of successfully carrying out that responsibility in a manner that is in the best interests of the participants. The WDB reserves the right to monitor all related subrecipient actions and processes, at any time, to determine compliance with WIOA regulations and State and Federal labor laws.*

Q22) The \$180,000 for the programmatic service delivery, is that County-wide?

A22) *The RFP specifies in Section I, page 2 in bold, which youth may be a recipient of programmatic service under this sub-award. A subrecipient may deliver programmatic service delivery to a target population in a specific area or county-wide. A subrecipient may also focus their programmatic service delivery within one of the high-poverty areas in Solano County. High poverty areas are located in Vallejo, Fairfield, and Vacaville. Maps of the high poverty areas may be viewed in the attachments of the Youth Eligibility and Enrollment Policy found at: <http://solanoemployment.org/sites/default/files/2018-08%20Youth%20Eligibility%20and%20Enrollment.pdf>*

Q23) In Section I. “Scope of Work” (page 4), regarding locations for the subrecipient in the AJCC, is there an option for a permanent or full-time presence for the subrecipient in Fairfield or Vallejo?

A23) *There are currently no options for a permanent residency for the subrecipient at the Fairfield or the Vallejo location. There will be limited, temporary options available (e.g., workshop areas and work rooms) for scheduling. The subrecipient will need to work, in advance, with the WDB to identify and reserve appropriate space.*

Q24) Is there a requirement for program space in another location?

A24) *The subrecipient can partner with other organizations to offer services as long as the locations are ADA compliant and fit the WIOA requirements.*

Q25) Are the job center areas available for youth who need online education and access to a computer?

A25) *Yes, depending upon the needs of the participants, the WDB may make space available. The subrecipient will need to work, in advance, with the WDB to identify and reserve appropriate space.*

Q26) Can you elaborate on the fiscal and administrative capabilities required for the subrecipient to be able to provide services without the youth funding?

A26) *There are a lot of federal requirements for WIOA Youth and the WDB wants the subrecipient to show that it can handle the fiscal and administrative responsibility. The subrecipient is expected to demonstrate an understanding of the requirements imposed on the receipt of Federal funds. An example of a source for grant regulation information is an EDD directive on allowable costs; see page one for references to Federal and State regulatory guidance.*

https://www.edd.ca.gov/Jobs_and_Training/pubs/wsd16-16.pdf

The subrecipient is expected to have a financial system that conforms to Generally Accepted Accounting Principles. The proposer should explain their experience and the organizational capability that they maintain to meet these requirements. The proposer should also explain their ability to meet the cash flow needs that will arise under a reimbursement payment system and their ability to record, report, and retain all required data integral to the proposed services. The proposer is expected to have personnel and other essential administrative systems that meet the statutory requirements for their organizational structure and revenue streams.

Q27) In Section III, “Submittal Requirements” Sub-Section III. Narrative, D. Youth Service Delivery Model #2 (page 11), is the process for determining suitability the same as eligibility?

A27) *No. Eligibility refers to the federal WIOA guidelines to be a participant. Suitability is whether or not an individual is a good fit for the program and identifying whether the program can effectively aid the individual in becoming successful. The subrecipient has the ability to make their own guidelines of suitability for services according to their program design.*

Q28) Will there be an annual review of the subrecipient?

A28) *The subrecipient will be subject to monitoring by the WDB, and by the State EDD-WIOA compliance unit. Monitoring of the subrecipient will cover two areas of grant activity; program services and fiscal processes. The WDB will conduct a monitoring of each type of activity at least once every 12*

months. The County/State may review subrecipient records and participant files as a part of its monitoring of the WDB. Participant files will be monitored by the WDB quarterly to ensure compliance with all CALJobs data entry requirements and applicable WIOA regulations. Additionally, the WDB is included in the Solano County Single Audit; depending on the sample selection, the subrecipient's files may be part of that audit process. All subrecipient records related to the contracted services and reimbursements requested, whether programmatic or fiscal, are subject to review of the WDB, and must be available upon request by the WDB.

Q29) Are there any restrictions on incentive funds? Would the funds come out of this grant?

A29) Under WIOA youth, incentives are considered a type of supportive service. Guidelines for incentives can be found in the WDB's Supportive Services & Incentives Policy: <http://solanoemployment.org/sites/default/files/2018-09%20Supportive%20Services%20Policy.pdf>. The proposer may choose whether or not to include funds for incentives in their proposal. Incentives must be tied to a programmatic milestone or activity. As an example, the WDB provides an incentive for every 10 hours of youth tutoring completed and verified, in the form of a \$25 gift card.

Q30) Under work experience is there a preference or priority industry sector for apprenticeships or internships?

A30) No. The WDB encourages respondents to combine their individual service strategies with business partnerships that may exist. The WDB has identified high demand industries in Solano County: healthcare, transportation and logistics, manufacturing, food and beverage chain, and construction. Respondents may focus efforts within these high-demand industries to heighten youth placement opportunities, but there will not be a priority in the RFP evaluation on focusing on these industries.

Q31) There are industries that we know are phasing out and those growing. Are those just discretionary? Do we have to worry about those?

A31) Focusing on high-demand and/or growing industries, while not investing in preparation for industries phasing out, is a best practice in workforce development. The WDB will provide labor market analysis as part of the technical assistance that the WDB would provide.

Q32) Could a subrecipient graduate early out of the one year the WDB does eligibility?

A32) The eligibility process required for WIOA Youth and the documentation requirements are comprehensive. As such, the WDB has allowed for up to one year to transition intake and eligibility from the WDB to the subrecipient. The transfer of intake and eligibility to the subrecipient can occur as early as the subrecipient has the capacity and ability to do so.

Q33) Would the subrecipient be responsible for the internal reporting system for the intake process or would the WDB?

A33) The subrecipient will be required to enter participant information in the CalJOBS reporting system, which the WDB will provide technical assistance and training on. CalJOBS has the ability to run reports on all data and outcomes per WIOA requirements. A narrative report will be required monthly, in addition to reporting of the outcomes proposed to be tracked by the Respondent per the performance guidelines identified in Section IV. Performance Requirements in the RFP.

Q34) What is required when submitting a proposal with a partner agency?

A34) *The subrecipient can sub-contract to other individuals/agencies or apply as a consortium with a fiscal lead, as referenced in Section I. “Introduction”, Sub-Section VII. Eligible Respondents (page 4). Respondents should identify any subcontracts or consortium members anticipated in their narratives and budgets as appropriate.*