

**Finger Lakes WIOA Youth PY20 Request for Proposal Questions & Answers**

**Question Period: 2/3/20 - 3/13/20**

Question	Answer
<p>P14 of RFP – Section C Program Components #7 – It states the WIB has “four MOA’s in place with ACCES-VR, WFL-BOCES, NYS DOL and FLCC.” Are those MOA’s for services not eligible under WIOA guidelines? Or if for WIOA eligible services, should we be referencing them in our RFP under Program Design #8 (p. 23) so an MOA specific to our county is not necessary?</p>	<p>State Response: No, they are for WIOA Services that can be used by any contractor. ACCES-VR for Comp Guidance and Counseling. WFL BOCES and FLCC both for Alternative Secondary School and Post-Sec Prep Services. NYS DOL for Comp Guidance &amp; Counseling and Labor Market Information. The WIB will acquire all needed MOA's. Therefore, all MOA's will be between the WIB and agency/business providing the service. MOA's can be to serve youth within certain counties or cover all youth within the 4 county area (this will be specified on the MOA). Contractors can decide which elements they want to serve in-house (specified in their proposal) and which elements they want/need covered by an MOA. Contractors have the option to provide the element to some youth and refer some youth out – but if they choose to provide AND refer, they should explain how this will work – which youth are served in-house and which are referred out? The applicants should know that the FLWIB will review the proposals and they may decide that they should not use WIOA funds to pay a provider when the service is available at no cost through an MOA.</p>
<p>If yes, can copies of the MOA’s be sent to us or the services provided listed for us?</p>	<p>State Response: It’s best for applicants to be as clear as possible in their proposals. For instance, if a provider serves ISY and OSY, they should be broken out as such when describing the number currently served and planned to be served.</p>
<p>P23 – Last paragraph states “If approved, bidders must be prepared to provide Memorandum of Agreements between the bidder and each agency that will receive WIOA funds, <b>as well as those that will provide non-WIOA funds and leveraged funds.</b>” MOA’s are required for all services for Youth that are paid for, whether WIOA funds or not?</p>	<p>Please disregard "bidders must be prepared to provide MOA's between the bidder and each agency". This should have been omitted from the RFP as MOA's will be between the WIB and agencies providing non-paid services. Sub-contracts are needed for paid services. Bidders can enter into sub-contracts with providers that will use WIOA funding for services. Sub-contracts require WIB pre-approval. If bidders have leveraged funding to offer, then those leveraged resources should be listed in the proposal.</p>

<p>Will we be able to utilize advertising and supply monies for In-School Youth career fairs?</p>	<p>No. CR 200.421 states this is an unallowable expense: "Unallowable advertising and public relations costs include the following:</p> <p>(1) All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section;</p> <p>(2) Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also § 200.432 Conferences), including:</p> <p style="padding-left: 40px;">(i) Costs of displays, demonstrations, and exhibits;</p> <p style="padding-left: 40px;">(ii) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and</p> <p style="padding-left: 40px;">(iii) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings;</p> <p>(3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs;</p> <p>(4) Costs of advertising and public relations designed solely to promote the non-Federal entity."</p>
<p>Is there potential for budgeting a cell phone for the Youth counselor? A Smart phone allows for constant contact with Youth as well as advertising programs through Facebook or Instagram accounts. If text is an option for clients' preferred form of contact we should have phones.</p>	<p>State Response: This should also be at the WDB's discretion and what is allowable under the RFP's budget. Does the contractor have a cell phone use policy? If it appeared that the cell phone is one of the necessary means of communication with youth, this cost would be allowable because it would be deemed necessary for the successful implementation of the program. - Additional Response from WIB: Yes, we agree cell phones would increase communication with youth and could be included in the budget.</p>
<p>Is there potential for an increased rate at which clients earn incentives? We supplement our WIOA Youth Incentives with additional incentives from a different pool of money not all Counties have available to ensure the Youth stay engaged.</p>	<p>State Response: Yes! If there are sufficient Youth funds, I recommend the FLWIB increase the incentive rates. Higher incentive rates can be used to attract and retain youth and help them meet their goals.</p>
<p>Current MOA's state they are valid "until terminated by either party", so do new MOA's need to be submitted with the proposal?</p>	<p>MOA's will now be between the WIB and agency/businesses providing the element, so bidders do not need to submit MOA's with their proposals. The WIB will request bidders submit contact information for agencies/businesses they would like to have provide elements.</p>
<p>Should sub-contracts (paid WIOA youth services) be submitted at time of proposal or on an as-needed basis?</p>	<p style="text-align: center;"><i>Guidance from State pending</i></p>
<p>Can the WIB enter into a sub-contact for paid WIOA youth services? For example, the Guest Service Gold training that Yates County can provide for \$40 per youth. Can the WIB do a sub-contract with Yates Co for the other contractors to use for payment?</p>	<p style="text-align: center;"><i>Guidance from State pending</i></p>
<p>Who has to manage the 25% ISY expenditure?</p>	<p>The WIB will monitor the ISY expenditure to ensure it doesn't exceed 25%. We cannot exceed 25% of the entire allocation received.</p>

What is the "poverty line" income guideline?	Link to Income Guidelines: <a href="https://labor.ny.gov/workforcenypartners/ta/2019-llsil-lwda.pdf">https://labor.ny.gov/workforcenypartners/ta/2019-llsil-lwda.pdf</a>
If there are additional staff helping with the youth program, will they also be required to attend the NYATEP Youth Conference?	It depends what role they play in the program. If they are providing case management to the youth, then it's recommended they attend. If they are doing data entry/not working with the youth directly then the conference wouldn't be applicable.
Do additional budget sheets (besides the template provided in the RFP) need to be submitted with the proposal?	No, but the RFP states additional budget sheets may be requested during the review process.
Should ISY and OSY be listed on the same budget sheet?	Please submit 2 budget sheets - 1 for ISY and 1 for OSY - if submitting a proposal to serve both.
Can the 20% Work Experience expenditure requirement include WE for ISY?	Yes, it's required for ISY and OSY. Staffing time spent on developing WE's, collecting time sheets, etc. can also count towards the 20% expenditure as defined in TEGl 21-16.
What entities can apply for this grant?	Page 4 of the RFP states "Entities eligible to apply for funding consideration are public and private, for-profit and not-for-profit entities."
Do bidders have to use all 14 of the elements?	No. Overall, our region has to provide all 14 elements but individual bidders can propose which elements they would like to provide and how.
When are the final contracts due?	By 4:00pm on Friday June 19, 2020.