

WIOA Youth Delegate Agency

RFP Bidder's Webinar Questions and Answers

Question #1: May we see a grantee list for previous year's funding?

Answer: See Attached

Question #2: With the referral submission process out of our control is it possible to not have a complete application?

Answer: Respondents are responsible to secure references by the deadline. The Partnership will review proposals and score materials presented.

Question #3: Does the Intent To Bid Form replace the hard copy of the Letter of Intent?

Answer: Yes. The Intent to bid form should be submitted electronically and replaces any hard copy.

Question #4: Are you looking for partners who are already doing this work actively with the age group, or would there be consideration for agencies who would be expanding existing workforce programming from strictly adult programming to include youth?

Answer: The Partnership seeks to fund proposals that best meet the specifications and priorities identified in the RFP.

Question #5: How many youths are you hoping to be served through each delegate agency? Is there a range for funding vs. amount of youth served?

Answer: The Partnership did not identify a cost per youth served. Please submit planned outcomes of youth served and placed that realistically meet your proposed project and budget.

Question #6: The RFP states total proposal pages is 35 not included attachments with 40 total for both. Is this a typo on the RFP?

Answer: The RFP is correct. The program page limit is 35 pages if submitting for in or out of school and 40 pages if submitting for both in and out of school.

Question #7: Is the Executive Summary page limit separate from the program narrative page limit?

Answer: The page limit for the executive summary is 2 pages and does not count towards the program narrative limit.

Question #8: How many references are required?

Answer: The Partnership requests three references. References should not be political but should comment on the respondent's programmatic performance.

Question #9: Do you have to be an approved "youth delegate agency" to apply? How do you become a YDA?

Answer: This is an open RFP to become a WIOA Youth Delegate Agency. Any organization meeting the eligible respondent criteria may apply.

Question #10: Can you give a couple of examples of what time dedicated to work-based learning? Is that like site visits, or checking in with supervisors?

Answer: Staff time establishing a work site and monitoring paid work sites can count toward the work-based learning requirement.

Question #11: Will this RFP reopen next year to new grantees, or will it only be available to renewing organizations?

Answer: This solicitation comes with three (3) one-year options for renewal based on performance for a maximum contract period of four years. There are no current plans to release another WIOA Youth Delegate Agency RFP next year. However, The Partnership reserves the right to release RFPs to best meet the needs of the community.

Question #12: Is there a minimum number of youths that need to be served (or ideal range of number of youths that need to be served)?

Answer: The Partnership expects respondents to submit planned numbers that realistically meet their proposal design and proposed budget.

Question #13: Can you share the ranges of awards for this grant opportunity?

Answer: The current range of grant awards is listed on page 4 in the RFP (Request For Proposals).

Question #14: Is there a requirement for "dosage" or amount of participation by each youth? For example, do youth need each participant engaged in a certain number of hours or activities during each year?

Answer: No. The Partnership did not identify a required hour of services activity.

Question #15: Is this webinar recorded? If yes, can we have access to it for our future reference?

Answer: Yes, on the Partnership Website

Question #16: Some attachments are listed within program narrative questions and listed to include as an attachment. Which should we follow?

Answer: Please complete all required forms and submit requested attachments. (ex., Resumes, Job Descriptions, fiscal policy letters) as requested and applicable to your organization. Attachments do not count toward your page requirements.

Question #17: If an agency selects both OSY /ISY, will that agency be considered ALL OR NONE? or may the agency be considered for OSY?

Answer: The Partnership reserves the right to fund just one of the youth programs.

Question #18: Can you define partner? Does this refer to formal partnerships or to any organization with whom an agency has a collaborative working relationship?

Answer: Organizations submitting as a partnership should have formal agreements in place that outline responsibilities and funding for each organization. The fiscal agent must be clearly identified.

Question #19: Regarding the Target Population, can an agency serve all or should it be more specific?

Answer: Each respondent should identify their own proposed target population and/or geographic area if serving multiple priority groups.

Question #20: If an agency submits more than one proposal do we need three references for each proposal, or three references for the agency will be fine.

Answer: If you submit more than one proposal, you can use the same three references.

Question #21: Could references be former customers?

Answer: The reference questionnaire is written for another funder or partner agency to respond and not written from a customer perspective.

Question #22: Servicing the LGBTQ community was mentioned. That is not an application question. How is that sensitively asked and reported in Career Connect?

Answer: The Partnership expects all funded agencies to treat every applicant with respect and dignity and to record all intake questions and private disclosures sensitively. Please note that WIOA is a federal program with required reporting of basic demographics and proof of eligibility. Applicants may select "I do not wish to respond" to the question of male or female. Please review the eligibility guidelines pertaining to required documentation and particularly the proof of draft registration for males. Male applicants and persons choosing the "I do not wish to respond" option for sex, must still show proof of registration for the draft. Organizations must assess if producing these documents and/or selecting boxes may be too traumatic for some potential customers. The draft registration requirement is written in the WIOA statute and cannot be waived.

Question #23: If the agency is inclusive of all the target population, what does the agency place in the SUBJECT LINE?

Answer: When submitting the email please identify the geographic area or "multiple" in the subject line of the email

Question #24: The bidder's webinar stated we must budget 5% on supportive services? I do not see a percentage in the RFP, but the budget form says it is 3%. Is 3%, correct?

Answer: The RFP identifies 5% for supportive services, the budget forms have been corrected.

Question #25: Are incentives allowable or provided (i.e., for job retention)

Answer: Yes. Organizations may provide incentives for participants when they achieve certain benchmarks. Incentives can only be earned while active in the program and not after exit.

Question #26: There is a requirement of 2 FT (Full Time) Career Coaches and 1 Bus Serv Rep. Can the BSR be part-time, and can the 2 Career Coach requirement be a combination of the program manager and career coach?

Answer: Yes, The Business Service Representative does not have to be full time and a director may function as a career coach.

Question #27: Is there a way to position the proposed budget to allow for cost-of-living increases over the potential 3 years of renewal?

Answer: The requested budget is for one year only.

Question #28: Does work-based learning have to include wages paid to participants, or can the 25% comprise the cost of staff time to arrange and follow up with youth on paid work experiences?

Answer: The Partnership expects youth to receive some wages or stipends for paid work experience. Organizations cannot meet the 25% paid work experience requirement solely with staff costs.

Question #29: Is it preferred by The Partnership that the paid WEX be a tax wage or as a stipend?

Answer: The Partnership does not have a preference. Make sure your organization can administer the paid work experience component. Respondents are encouraged to refer to the Fair Wages Standards Act for guidance.

Question #30: If submitting for the minimum \$350,000 allocation the 25% (WBL) and 5 % (supportive) are allocated from the entire allocation amount, correct? Does that mean \$87,500 for WBL and \$17,500 for supportive services

Answer: Yes, that is correct.

Question #31: Does the current funding slide that shows the amounts current awarded and number of agencies, include the agencies of the American Job Center and their funding contracts for youth?

Answer: No. The chart in the RFP regarding current number of agencies and funding range does not include the youth programs at the American Job Centers.

Question #32: If an organization proposes serving youth at two of their locations within Cook County, do they need to submit two separate proposals?

Answer: The decision to submit one combined or two separate proposals rests with the responding organization.

Question #33: In the RFP, it says you must hire a minimum of 2 full-time career coaches and 1 business services representative (pg. 3-4). In the program narrative, organizational experience and capacity, question F (pg. 28-29) it says, “It is anticipated that the proposal will include a position for a site lead or director and at least one full time career coach and part time business service representative.” Can you clarify the staffing requirements?

Answer: The staffing requirements are 2 Career Coaches, one of which is full-time, a part-time Business Service Representative, and a percentage of time for a Program Director or site lead.

Question# 34: The Planned Outcomes Form which is included as part of the “[WIOA Youth RFP Program Forms](#)” does not match the Planed Outcomes form included in the [full RFP](#). Which form should agencies submit?

Answer: Thank you for bringing this to our attention. The Partnership will correct the Planned Outcomes Form on the Program Forms link. Please look for an updated form to match the outcomes listed in the RFP.

2022 WIOA Youth Agencies

Out-of-School Youth Programs		
Agency Name	Address	Award
Alternative Schools Network	Various sites throughout Chicago	\$1,053,360
Asian Human Services	4820 North Broadway, Chicago	\$300,000
Aunt Martha's	440 Forrest Blvd, Park Forest	\$300,000
Bethel Family Resource Center	1250 Portland Ave. Chicago Heights	\$300,000
Boys and Girls Club of Chicago	Multiple Sites in Chicago	\$300,000
Center for New Horizons	226 East 43 rd St., Chicago	\$300,000
Central States Ser -Little Village	3948 W. 26 th Street, Chicago	\$300,000
Central States Ser- Juvenile Justice	100 N. Western, Chicago	\$300,000
Elgin Community College	6704 Barrington Rd. Elgin	\$300,000
Escalera-Instituto Progreso Latino	2520 S. Western Ave, Chicago	\$300,000
Greater Wet Town Community Development	500 N. Sacramento, Chicago	\$342,000
Lawrence Hall Youth Services	1818 E. 71 st St., Chicago	\$300,000
Bridges from School to Work	800 W. Jackson, Chicago	\$577,126
Metropolitan Family Services South	235 East 103 rd St., Chicago	\$300,000
Metropolitan Family Service-North	3249 N. Central Ave., Chicago	\$300,000
Moraine Valley Community College	12940 S. Western Ave. Blue Island	\$300,000
New Moms, Inc.	5317 W. Chicago Ave., Chicago	\$300,000
North Lawndale Employment Network	1111 S, Homan Ave., Chicago	\$300,000
Phalanx Family Services	837 W. 119 th St. Chicago	\$300,000
Pyramid Partnership	3051 N. Lincoln Ave, Chicago	\$300,000
South Suburban College	15800 S. State St., South Holland	\$300,000
U CAN	5420 W. Roosevelt Rd, Chicago	\$300,000
Youth Job Center	1114 Church St., Evanston	\$475,000
YWCA	6600 S. Cottage Grove, Chicago	\$300,000

In-School Youth Programs		
Agency Name	Address	Award
Aero Special Education	5957 W. 87 th St. Oak Lawn	\$300,000
LaGrange Are Department of Special Ed.	1301 W. Cossitt Ave., La Grange	\$313,084
Manufacturing Renaissance	3411 W. Diversey Ave, Chicago	\$300,000
Maine Township High School	2601 Dempster St., Park Ridge, Il	\$300,000
Township High School District #214	2121 Goebert. Arlington Heights	\$257,600
Youth Connection Charter School	Multiple schools, Chicago	\$300,000
Youth Guidance	Multiple Schools, Chicago	\$300,000