

## Title 1, Youth & Youth Summer Employment Program RFP Questions and Answers

1. Is a profit or incentive for performance line item possible in the budget? **Our Workforce area currently works on a contract reimbursement basis. However, the Workforce Board is open to other contractual possibilities including a performance based line item in the budget as long as it is within federal guidelines and it improves customer service.**
2. What organizations are eligible to bid to receive funds and is current youth given any priority over other organizations? **Any organization is eligible as per the RFP. There is no priority given to any organization but collaboration is encouraged.**
3. Will county allocations be used? **We will receive new formulas & will estimate/average percentages from previous years.**
4. Is there a match or in-kind requirement? **No there is not.**
5. When you say direct client expenses, you don't just mean training? **We define our client expense the same as the state does and in the State of Illinois that is tuition, fees, support services, anything that is directly spent on clients.**
6. But it can not include staff that does workshops? **Correct**
7. What percent can a provider use as administrative costs? **We do not have a threshold for that but we do have a 45% client expenditure mandate for adult & dislocated workers. We ask that those costs be reasonable.**
8. Can you bid on all three? **Absolutely**
9. Are you defining green jobs? **We did not define green jobs. You can use your own definition.**
10. Do you know about how many youth were served this past summer? **184** And the contract amount? **\$330,000 was contracted out.**
11. So the youth are one year plus one year and the adult is one year plus two years? **Correct**
12. If you wrote for the comprehensive and also wrote for the summer, could you get both? **Yes**
13. Once a service provider is awarded a contract, does that funding then go to the service provider and at the end if they didn't spend all the funding, do they submit to the workforce our expense and then the workforce gives a check to the providers? **All contracts of the Workforce Board are reimbursement contracts on a monthly basis. The services are contract, no funds are fronted, and the 10<sup>th</sup> of every month our providers**

submit an invoice to us for their expenses for the previous month and the county reimburses them for the previous month's expenses.

14. If a non-incumbent wins the grant is it possible to receive start up funding? **Not in the past traditionally, it may be possible but has not traditionally been done.**
15. In the comprehensive RFP, your working with both in-school and out-of-school youth and the age goes down to 14? **Correct.** If a provider wanted to just do the in-school, can a provider write a comprehensive separate grant or does that have to be in joint collaboration with someone else? **I am going to give a big umbrella answer and let me know if it doesn't specifically answer your question.** The federal government requires that 30% of our youth funds be spent on out-of-school youth. At the local level we have flip-flopped that number to require 70% of our funds be spent on out-of-school youth. That started several years ago when we were under the impression that the legislation was going to be reauthorized and that was going to be some of the new language in the legislation and because so many programs funded under no child left behind assists youths who are in school and we felt that our funds would be better spent on a more challenging population the out of school youth. And so, youth providers are required to spend 70% of their funds on out of school youth. That number is an area wide number (aggregate number). So we at the board take all of our youth numbers from all our providers and try to maintain a 70% level. A program that only serves in-school youth is possible and that would be fine, you would have to identify up front that is what you are doing so that we can aggregate those numbers and make sure we are funding across all three counties to meet our requirement of 70%.
16. For FY09, regular WIA funds with your allocations, how many youth were served? **FY09 as of September 30, youth customers were 165 youth totaled across three counties with approximately 10 new participants.**
17. Do you have a current list of partners or space holders in the contract lease space? **There is no list. In our Morris office which is contracted by Joliet Junior College, the college shares space and there are no other partners in that office. In our Livingston office, IDES shares space and have a staff person sub lease the space from the contractor there. Our Kankakee office, Kankakee Community College holds that lease and they have part of the space they use for ESL, ABE and GED.**
18. If there is a need for a business service liaison staff would they be functionally supervised by the board lead? **No, that would just be a staff member to serve on the Business Services committee and to work with the Business Services staff in providing business services to businesses if they need it, access to the workforce services center if they need resumes, job postings, etc.**
19. What about Incumbent Worker training, where do those funds come from? **Our board has reserved 10% of dislocated worker funds for incumbent worker training. It would come out of that funding stream.**

20. What about OJT? Is that in the RFP budget or set aside? **Customized training is part of Business Services so would be set aside. On the job training is really a function of the Title 1 provider for their customers and would be within their own budget.**
21. What about overlay services should there be a new provider? **When we changed our fiscal agent, our service provider in Grundy County did change and we provided enough time for overlay services and the transition was smooth.**
22. How can one secure a copy of your board members? **One can be provided to you.**
23. Is it possible for us to be in contact with the board chair? **Yes, I could make that possible. I will talk with him and check his schedule.**
24. Is it possible to get a copy of the strategic plan? **Yes I could provide you with that. I will post it on the website.**
25. Barriers do not apply to summer youth RFP? **Yes there are barriers.**
26. Do you ever provide feed back on RFPs proposals regardless of whether the are granted or denied? **Yes we have done that before.** Do you have to request it? **Yes**
27. In the RFP it states that WIA and TAA funds that they are separate funds? **We ask that WIA and TAA funds be invoiced separately.**
28. What is the case management that is used? **We currently use the IWDS which is a state mandate.**
29. In looking through the “Youth Programs Request for Proposals” I noticed that there is estimated to be \$530,000 available for funding this current year. What is the maximum that each proposal should be structured to request annually? If there is no maximum, is there a general rule of thumb? And are multi-year commitments made? **Traditionally we have not limited the amount of each request but we do remind bidders that the total dollar amount of funding available is for service provision across all three counties. Our youth funds are awarded so that youth in each of the 3 counties have access to services. In the past that split has been approximately 65% in Kankakee County, 20% in Grundy County and 15% in Livingston County. The largest contract we have ever awarded to a single provider is \$200,000. The contracts are awarded for one year with the option to renew in the second year, depending on funding levels and performance. The Workforce board has never ended a youth contract after one year for non-performance.**
30. How many contracts will be awarded and approximately what will the amount awarded be? Can you explain more about the Certificate of Insurance for Worker’s Compensation Insurance and the Comprehensive General Public Liability Insurance? **The number of contracts awarded each term depends largely on the proposals that are submitted. Traditionally we have not limited the number or amount of each request or program, but our youth funds are awarded so that youth in each of the three counties**

have access to services. In the past that split has been approximately 65% in Kankakee County, 20% in Grundy County and 15% in Livingston County. The largest contract we have ever awarded to a single provider is \$200,000. The total amount that is expected to be awarded in the upcoming year is approximately \$500,000 for the year round programs, and \$260,000 for the summer youth employment programs. The Certificate of Insurance for Worker's Compensation will show that the organization already carries worker's compensation coverage for employees working at or for the organization. Any youth provided with work experience will be required to be covered by that policy, as the Workforce Board does not cover worker's compensation for youth employed in work experience. If the organization does not currently carry worker's compensation insurance, it must show that it is able to secure such coverage if awarded funds. This can be a letter from your current insurance carrier stating that you could carry the coverage or an estimate from another carrier showing that you have obtained a quote for worker's compensation coverage. General Public Liability insurance coverage is required for the location in which operations of the organization are typically held covering general insurance liability issues such as injury for individuals, employees, customers, and visitors to the property. This type of coverage typically includes theft insurance, fire insurance, etc.

31. Is there a penalty (by the State of Illinois or the Board), if you don't spend the 45% on training? Is it a target or a contract requirement? At this point in time, our contracts do not have a penalty for not meeting the 45% requirement. However, the RFP and contracts are written that the Workforce Board may extend the term of service beyond the first year at the discretion of the Workforce Board. The Workforce Board is committed to the 45% requirement and truly believes the purpose of WIA is to help individuals upgrade their skill set in order to find a self sufficient job. Thus, it would be up to the discretion of the Board if they wanted to renew the contract beyond the additional year if the 45% client expenditure rate was not met by a provider.
32. The State of Illinois has a policy that local areas have to spend 40% on client expenses which is DCEO Policy Letter No. 07-PL-40. The policy states there are state sanctions for not meeting the 40% client expenditure level which includes losing funding.
33. Thus, the local penalty for not meeting the 45% requirement could be non renewal of contract and if the area did not meet the state 40% requirement there is potential funding lost by the State.
34. Is there any local ability to spend some of the 45% for Kaiser staff that provide training? (Any room for negotiation?) The state has defined what is considered client costs so local areas have no room for negotiation. It can be found in DCEO WIA Policy Letter No. 07-PL-40. Below is a link to the policy letter.
35. <http://www.commerce.state.il.us/NR/rdonlyres/7F4375E9-9527-4ABE-838A-12455F174C18/0/07PL40TrainingExpenditureRequirements.pdf>
36. Are there any start up dollars available for transition to a new vendor? (how much might be available?) Are there funds available for relocation costs to operate services at new sites? The Workforce Board has set aside approximately \$105,000 to help with

any potential start up costs for new providers in our three county area. The purpose of the funds is to help the new provider with facility, computer equipment, desks and/or other assets needed to run a workforce services office.

37. Where is IDES located and is there a reason they are not co located with WIA? In our three county areas, we have an IDES office in Kankakee & Livingston County. The Kankakee County office is located across the street from our Kankakee Workforce Services office at 255 N. Schuyler Ave. Kankakee, IL. The Livingston County IDES office is co located at our Livingston Workforce Services office at 741 W. Washington, Suite 2, Pontiac, IL. Those residents who need to file unemployment in Grundy County travel to the Joliet or Ottawa IDES office.
38. The reason the Kankakee IDES & Kankakee Workforce Services office are not collocated is really a matter a space. Our Kankakee Workforce Services office needed more space than the IDES office could accommodate.
39. Do the Customized Training dollars coming from the Board count toward the requirement to spend 45% of the budget on training? Yes they do. Please refer to DCEO Policy Letter No. 07-PL-40 which is linked in a previous question.
40. What is the Board's strategic plan? The board's strategic plan is posted on our website at [www.glkwb.com](http://www.glkwb.com) under RFP question & answers tab.
41. How wired is the three county region in terms of wireless internet access? Our three offices all have high speed internet which the state requires. However, wireless internet access is different in each county. Livingston & Grundy County has little or no wireless internet access. Kankakee County has wireless internet access at private businesses who offer it as service to its customers i.e. Starbucks, Wendy's, Barnes & Noble etc.
42. Could you clarify the total projected dollar amounts you anticipate for the Adult (2.2 million?) RFP and the year around youth RFP (\$530,000?) for a total of \$2,730,000?, or is the 2.2 million inclusive of both RFPs? In attachment 5, our PY09 local adult allocation is \$605,772. The PY09 Dislocated Worker PY09 local allocation is 882,914 and PY09 Youth being served in our one stop is \$111,816. Thus the total Title 1 PY09 allocation is \$1.6 million to serve our three counties.

The year round comprehensive youth services RFP PY09 current funding level is \$530,000 to serve our three counties. The RFP's are separate and the Workforce Board approves the funding separate for each RFP.

43. Is there any ARRA money in those projections? No. The funding in the RFP is Title 1 formula only.