

YouthWorks Year-Round 2017-18 RFP

Questions & Answers

Please submit your questions about the RFP to Anne Berrigan ([aberrigan@commcorp.org](mailto:aberrigan@commcorp.org)) by July 14, 2017. We will post the final Q & A the week of July 17th.

1. **Do applicants have to choose to serve younger teens OR non-minors - but not both?**

Applicants can serve teens ages 15-21. Programs can recruit younger teens and/or older teens. Targeting a specific age range, however, is recommended so that learning objectives can be appropriately developed for a particular age group and/or the hiring requirements of industry area. You would not want to target 15-16 year olds if the industry prefers to hire 18 and up, for example.

1. **Can you serve youth from more than one of the targeted cities?**

We prefer that applicants target youth participants in one city so that funding is used to the best advantage. More than one city might be possible in the instance where youth could get to one or the other city easily. In another example, if there were a shared technical skills instructor and related materials that could be used in more than one city, serving youth from more than one city may be possible.

1. **Does the project advisory group have to meet as part of the proposal development (i.e., before proposal is submitted)?**

The advisory group does not have to formally meet prior to proposal submission. An industry partner can commit to helping during the planning process as part of the advisory group if the project were to be funded. At least one member of the project advisory should be an industry partner (this person could be a board member, at teacher, or school or program administrator, for example).

1. **How much time should we be spending on the "planning" period?**

The proposal should show evidence of feasibility in terms of the technical skill focus and design of the training. Ideally, as result of this training, young people will be in a better position to get a job or understand how to get a job in the future. The occupational skill training should also match a local demand for talent. The planning process could take a couple of weeks to a month depending on time constraints of those involved. The program kick off meeting scheduled for October 25 will support the planning process as well.

1. **For the advisory group, does it need to be an independent person/organization or can it be made up of YouthWorks partners?**

The advisory group can be made up of existing YouthWorks partners and/or people or organizations who have not had a prior role in YouthWorks.

1. **Can funds from this grant be used to pay the participants for their participation in occupational skill building training?**

Funds can be used to pay participants for the skill building hours in the program. Due to labor laws related to apprenticeships and stipends, grantees must pay participants minimum wage for any training and work hours (the 20 hours of Signal Success training can be paid as well).

1. **Are the assessment tools developed by the program, or provided by CommCorp?**

For the purposes of the proposal, it is not necessary to develop assessment tools. As part of the program design section of the narrative, applicants are asked to describe the main learning goals and how they will be assessed. For example, you may decide to use an observation rubric or performance indicators for teaching a particular skill. You do not have to submit the rubric. Commonwealth Corporation will have an opportunity at the October 25th kick-off meeting to provide technical assistance around assessment.

1. **Can you clarify what type of outcomes you are looking for?**

In addition to process outcomes such as meeting recruitment, enrollment, and retention goals, we are looking to fund programs that will develop learning objectives and related outcomes. The technical skill focus would drive the content in terms of knowledge and skill acquisition. Outcomes should be performance-based so that young people learn how to apply skills and knowledge in a specific industry or work context. Establishing the criteria for participant success is an important part of the planning process.

1. **At the completion of the program in May do the 10 youth participants in the Occupational Training part need to have a licensure or a certification, certificate, to be considered successful in the program?**

While marketable certification/licensure/certificates are desirable and will raise the proposal score, it is not a requirement.

1. **Is it allowable for a program to include more than one occupational training component? For example, could a program design allow for youth to be divided into 2 or 3 cohorts of occupational training based upon their career interest at separate sites within the chosen target city?**

We recommend that applicants focus on a single occupational area because implementing the 80 hours of required occupational training can be a challenging task. The only exception would be if an applicant had sufficient experience and instructional reach that they had experience implementing two or more 80-hour hard skills curricula.

1. **Is a grantee required to put the youth who are in short-term subsidized job placements on the agency payroll (thus requiring payroll taxes, etc., to be accounted-for in the budget), or are the youth simply paid a stipend without becoming agency employees?**

The grantee is required to put youth in short-term subsidized job placements on payroll—either the agency’s or the employer partner’s payroll.

1. **Do you have any formatting requirements with respect to the Program Narrative Section other than page limits (e.g., font size, margins)?**

There are no formatting requirements.

1. **The RFP notes that “Grantees are permitted to spend up to 10% of grant funds for employment of eligible youth who do not reside in one of the targeted cities.” If the program encounters a youth who does not reside in the target city identified in the proposal, but who resides in another target city, will funds expended toward the employment of that youth count against the 10% cap?**

If the young person is in any targeted YW city, that person does not have to count against the 10% cap.

1. **What database will be used to report YouthWorks participant record data? Is there a prescribed data management system, software, or program for the provider’s service records?**

The YW program uses the Apricot platform by Social Solutions.

1. **Can an applicant propose to serve 2 sequential cohorts of 10 youth or must it be a single cohort of 20?**

Grantees can serve 2 (or more) sequential cohorts of youth.