PY21 Youth Program Provider Questions and Answers
updated: 4.6.2021

Additional questions may be submitted via email at info@dcwib.org until April 23, 2021

Important Information from the April 6, 2021 PY21 Youth Program Provider presentation

April 9, 2021 Deadline for Asking Questions:
April 28, 2021 Proposals Due by 2:00 PM
May 11, 2021 Program Presentations
June 14, 2021 Contract Development
July 1, 2021- June 30, 2022 Contract year

Proposals must be combined into a single PDF and labeled “WIOA PY21 Youth Program Proposal by <YOUR AGENCY NAME>” and should be uploaded directly to DCWIB’s Dropbox. Proposals with file names that do not follow the labeling format will be discarded. Proposals that are not submitted in accordance with the terms set forth in this RFP will not be considered.”

The new WIOA Youth program will operate within the Dutchess County One Stop Career Center located at 191 Main Street in Poughkeepsie NY. The One Stop WIOA Youth Navigator will continue to assist with eligibility and the work experience component.

Emphasis

- Out of School Youth
- GOAL -85% to 90% are OSY
- Work Experience
- Serving youth throughout Dutchess County

For Program Year 2020, DCWIB awarded $385,628 for the WIOA youth program provider. Program Year 2021 funding will be contingent on WIOA Youth funding received by Dutchess County.

The PY21 proposed budget does not need to include occupancy, communications, equipment or program operations (supplies, internet, phone or IT support). The DCWIB will maintain the funding allocations for training and youth wages. Budgets should be between $300,000 and $340,000.

Current Youth statistics (Data Source NYSDOL April 5, 2021)

- Serving 93 youth
- 73 Out of School (OSY)
- 20 In School (ISY)

Enrolled in PY20 (July 1, 2020-present)

- 23 OSY
- 5 ISY
PY19 (July 1, 2019- June 30, 2020) Carry In

- 28 OSY
- 11 ISY

Enrolled in PY19 (July 1, 2020-present)

- 67 OSY
- 10 ISY

The Provider will be required to create/maintain a hardcopy file and an electronic record of participants. The Dutchess County Workforce Development Area currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to use OSOS.

Applications will not be considered for funding for, but not limited to, the following:

- Where the application components are not addressed.
- Proposal is incomplete or is not considered responsive to this RFP;
- Program is not cost effective;
- Program is not responsive to needs of population to be served;
- Applicant lacks demonstrated administrative and/or fiscal capacity to operate the proposed program;
- Applicant is seeking to start up a new training institution or business;
- Proposed program duplicates existing services.

**Questions and Answers**

Q – We’re interested in just applying for just the Work Experience (WE), do we need to partner with other agencies?

A – It is not necessary to partner with another agency. You can partner with other agencies or submit on your own. If you are applying for just the work experience component, you must still answer all of the questions- your answers should reflect how you would assist the primary organization with all aspects of the WIOA youth program. The funding range provided of $300,000 to $340,000 would be applicable for proposers seeking to deliver the full scope of services. For those proposers seeking to deliver a portion of the scope of services the budget would be a portion of that range.

Q – Is the One Stop Operating System an online platform? Does the data get entered on an ongoing basis or at the end of the grant period?

A – The One Stop Operating System (OSOS) is internet based and data is entered for each youth participant on an ongoing basis not at the end of the grant period. All participant data must be entered in OSOS including services.

Q – Is there any assistance with OSOS?

A – Yes, through technical assistance and training.
Q – How many proposals will DCWIB take and accept?
A – That will be up to the reading committee.

Q – There were two different due dates shown, one in the RFP and a different date on the website. Which one is correct?
A – The due date is April 28th at 2pm. The website was a typo and has since been corrected.

Q – How do we estimate the Direct Client costs for the 14 program elements?
A – Reference the WIOA law, each area must offer the 14 elements to the youth. It could be through the partner agency that runs the WIOA youth program or it could be through another partner. The best way to tackle the 14 elements is to do it in a chart or form. First decide what services your organization would be offering the youth. Next determine the cost of these services. And then use these numbers in your budget. There’s no set formula. You need to know what you will be offering the youth, who you will be partnering with to offer the elements and what would they charge you.

Q - For a first-time applicant for a WIOA award, would it be possible to contact DCWIB after April 9th (today) for any additional narrative or budget questions (of course within reason) on a strict "one-time only" and "if absolutely necessary" agreement?
A - Unfortunately this is not possible. There are strict protocols that we adhere to and we must remain fair and impartial.

Q - Where can applicants be referred to for more references on successful DCWIB WIOA 2020 or 2019 grantees?
A –The WIOA law and Federal Registers may provide information. Also you may want to schedule a time to meet and talk with the current provider The Chamber Foundation located at One Civic Center Plaza, Suite 400 Poughkeepsie, NY. You could schedule a time to visit the One Stop Center at 191 Main Street, Poughkeepsie NY. Every county in every state runs a WIOA youth program, you could reach out and talk to other operators in other locations in NYS or beyond.

Q - Advice on bidding the full-to-partial amount: Is a new applicant advised to bid up to the allocated amount? What is standard for a "pilot" program?
A - This RFP is for a full or partial program, we are not seeking “pilot programs”. The best advice is turn to your expertise in successful youth program and line up your resources and partners (both paid and “free”- some agencies offer programming that youth could be co-enrolled in) develop/design the program components and work up the budget for those components. An application that is bid between $300,000 and $340,000 will be considered if it meets all the other program components. It is not necessary to under-bid here. It is important to note that the 2021 program year allocations have not yet been provided to the local Workforce Development Boards. It is probable that proposed budgets will need to be adjusted based on the actual allocations received.

Q - Must the program include both language about ISY and OSY or can it only emphasize OSY?
A - It can emphasis OSY but should have a plan in place to serve current ISY. The text of the law places an emphasis on OSY.

Q - Can names and entities/community partners be duplicated or placed in multiple lines? i.e. listing the same names in Admin and Program officers in addition to others; partnerships in the field encompassing more than one of the 14 elements

A - If it is for something different and it fits on a particular budget line it would be okay.

Q - Is it possible to "zero out" potential services that will be of zero cost.

A - Yes

Q - It was stated that the proposed budget is flexible: Where is it considered to be the most flexible?

A - The most flexibility exists within the dissemination of the program elements and staffing.

Q - Fringe Benefits: What % is typically expected and commonly reflected in this column? (Can it be as high as 30%?)

A – There is no set percentage for Fringe benefits. A written explanation of what items are included as fringe and how the percentage was derived should be included in your budget narrative. Some items included in the fringe percentage may include, but are not limited to, employer taxes, benefit costs, and unemployment insurance.

Q - Can existing partnerships with or within DCWIB be listed in the 14 elements section?

A – It is unclear to this writer, what is being asked by this question. Please clarify and resubmit.

Q - Are bidders expected to hire a Data Coordinator Position?

A – The Dutchess County Workforce Development Area currently uses the One Stop Operating System (OSOS) to enter participant and program data and to run performance reports. The successful bidder will be expected to use OSOS. All data entry and record keeping is done by the contractors and reviewed (via OSOS and site visits) by local, state and possibly federal program monitors. Whether a bidder chooses to hire for this position or utilize current staff is their choice.

Q - Is it expected for the bidder to place this position or does this position already exist within the One Stop Center to aid in this requirement of data entry?

A – There is not currently a dedicated youth OSOS data entry person located at the One Stop Center (191 Main Street, Poughkeepsie) although the Adult and Dislocated Worker program also operating at 191 Main Street, does employ an OSOS Coordinator.

Q - Is this position different from the WIOA Youth Navigator?

A – Yes.

Q - There is a "word" version of the RFP on the DCWIB website - is this to help us in general or are we expected to use it as a "template" where we copy and paste our answers in? (We are currently assuming that this is to help us in our overall process, since we are to change the header, spacing, and added page numbers)
A – The Word document on the DCWIB website is the proposal application. In the past, some agencies have expressed a preference for a Word document versus the fillable PDF for completing the application. Proposers may choose which format they wish to use and submit their proposals.

Q - Is the cost per youth a number that is the total cost of the program divided by the number of youth served? -or- Is this cost only considered by dividing just the total of program costs and direct client expenses? (What determines the cost per youth?)

A – The cost per youth is the total cost of the program divided by the proposed number of youth to be served.

Q - Of the 14 WIOA elements "#3 Youth Paid/Unpaid Internships" is not listed in the Direct Client Expenses. Although there seems to be space without messing up any formulas to fill in this element below "Incentives". We noticed that if we add anything out of range this will NOT be formulated into the budget narrative. Please advise if we should lump-in these expenses in "Incentives" or "Operating Program Expenses".

A - Youth Paid Internships are considered Work Experience Opportunities. The funding costs associated with direct youth wages and fringe for Work Experience Opportunities is retained by DCWIB and would not be included in the proposed budget. Funding amounts allocated to this component will be determined by the actual program allocations awarded to Dutchess County.

Q - This may already have been answered: We are looking at "standard" percentages for fringe costs that led us to a little over 15% of our admin and program personnel - is this acceptable or is there an expected % that can be shared?

A – There is no “set” or “standard” fringe rate. However, the fringe rate should be reasonable and defined.

Q - We are generally a little confused by this statement within the RFP, and if it pertains to the budgeting of our proposal:”For Program Year 2020, DCWIB awarded $385,628 for the WIOA youth program provider. Program Year 2021 funding will be contingent on WIOA Youth funding received by Dutchess County. Thirty Five Percent (35%) of the total amount of program year allocations will be spent on Work Experience Opportunities (WEO) for youth. Ten Percent (10%) of program year county allocations will be targeted for services to In-School Youth (ISY) with a maximum of 15% targeting ISY, the remaining 85-90% of funding is to serve Out-of School Youth (OSY)”

A – This is primarily informational. WIOA requires a minimum expenditure rate for Youth Work Experience. DCWIB’s goal is to assign 35% of the total amount of program year allocations on Work Experience Opportunities with no more than 15% of that targeting services to In School Youth. The DCWIB receives the program allocation from the State, of that allocation, the goal is to spend 35% on WEOs for youth. This percentage is based on the total allocation received by Dutchess County and not on a contract award or awards as WEO funding is retained by DCWIB.