



SYELP RFP 2020-21

Questions and Answers

Service Levels and Costs

1. What is the total number of youth anticipated to be served?
 - a. 1,300 – 1,400. At this point, numbers are not definitive because funding has not been determined.
2. What is the number of youth that are required to be from Hartford?
 - a. At this time our planning estimate is between 800 and 950.
3. Do providers have a say in how much the Tier I program fee is?
 - a. No. Tier I will be funded through the State of CT Youth Employment Program, which limits funding for costs other than participant wages, fringe and stipends to 30% of funds that CWP contracts to service providers. Please be aware that the State DOL is the largest funder of SYELP.
4. Does the restriction come from legislators or the commissioner?
 - a. The legislative intent is to place funds in the pockets of low income families. (This information was provided directly by a DOL representative.)
5. Is there a chance that providers will never be reimbursed for their costs?
 - a. No, but we are not able to guarantee when the first payment will be made due to the timing of the program at the beginning of the fiscal year, and the availability of cash from CWP funders.
6. Will providers receive compensation for costs incurred before July 1?
 - a. No. SYELP providers are required to conduct startup activities such as intake, eligibility determination, and worksite development, as an in-kind service.
7. If our agency has a federally negotiated indirect cost rate, is that an allowable cost under SYELP?
 - a. No. All costs other than participant stipends, wage and fringe must be paid from the fixed program fee.
8. What is the rate of the Tier I program fee?
 - a. The per slot program fee will be \$420.
9. What is the price breakdown for each youth?
 - a. The per-slot cost for Tier I will be \$1,410, with a \$420 fee to cover program expenses and \$990 for participant stipends. The per slot cost for Tiers II and III will be \$2,121, with a \$581 fee to cover program expenses and \$1,540 for

participant wages and fringe. Higher or lower fringe rates may decrease or increase the number of slots.

10. For Tier II and Tier III slots, is the \$581 a fee for performance or cost reimbursed?
 - a. The fee will be paid upon verification of participant enrollment in ETO and submission of an invoice. It is not performance-based.
11. When a young adult is placed at a worksite, can you bill for the full \$2,121 per slot?
 - a. No. The contract is cost reimbursement. Contractors will be reimbursed only for wages paid for hours actually worked; payroll backup must be submitted with invoices.
12. If a provider receives additional funding should this be stated in the overall budget?
 - a. CWP is not asking for budgets. The amount of money given is a fixed amount per slot. We only ask how much money the provider can afford to spend before being reimbursed.

Eligibility and Priority of Service

13. How does the priority of service requirement related to Opportunity Youth figure into Tier I slots?
 - a. These priority criteria apply only to Opportunity Youth, and not to Tiers I, II and III for in-school youth:
 - Low income resident of a priority town who dropped out of school
 - Low income resident who graduated from high school and is not working or enrolled in school at time of application through July 1, 2020
14. “70% of placements will meet priority of service as defined by CWP.” When you provided an example of 30% could include youth from another town such as Plainville, could it also include youth who do not qualify as low-income?
 - a. Please see the clarification of eligibility and priority of service for each Tier below. When the pool of eligible applicants is larger than the available slots, Priority of Service criteria are used to select participants from the applicant pool.

To be eligible for enrollment in SYELP programming, a youth must be age 14 – 21 as of July 1, 2019 and must be a low-income resident of the North Central workforce region, or a resident of Hartford regardless of income, and authorized to work in the U.S. at the time of application.

Priority of Service: CWP has established criteria defining the population with the highest priority for enrollment in SYELP. Each service provider will be required to fill a minimum of 70% of program slots with youth who meet the criteria, and may fill up to 30% of slots with other eligible youth.

Program Design

15. You mentioned that the application process is online. Can we use our own application, handed out at local high schools and youth organizations? If we have to use the online common application, can we ask additional questions?
 - a. No. The online application must be used. Providers are encouraged to post the link to their websites and to share the link with recruitment sources. You can ask additional questions as part of your intake process
16. Will CWP provide the assessment tool that is required to be administered to youth at intake?
 - a. No. Providers are expected to determine the assessment tool they'll administer, subject to CWP approval. (Please note that this is not the same as the Work-Based Learning Competency Review.)
17. Can other agencies share what they have used for the career interest and initial assessment tool?
 - a. CWP invites its providers to share their initial assessment tools, and best practices, with its community of providers.
18. Can participants be referred to SYELP if they are involved in another program with the provider?
 - a. Participants should be directed to the online application but can't be guaranteed a slot. The application process needs to be fair and equitable which means all youth, regardless of participation in other programs, should have the same chance. However, youth can be moved around between providers if necessary.
19. When will the SYELP application be ready?
 - a. The application will be ready in early March.
20. Does Tier I have an age group?
 - a. 14 to 15-year olds.
21. Is the Hartford Summer Bridge program part of this RFP?
 - a. No. It is separate.
22. Are Tier I youth paid a stipend?
 - a. Yes.
23. Are providers expected to provide support for all options in all Tiers?
 - a. All proposals must respond to all questions and include all options and Tiers. CWP will consider negotiating slot distribution by Tier with providers based on total slots awarded.
24. What assurance can CWP give providers that they will receive quality youth applicants?
 - a. CWP believes in investing in all youth. To that end, SYELP is open to all eligible youth in the region. Providers are expected to assess applicants at intake and place them in the appropriate service Tier. Subsidized employment opportunities are intended for youth who have significant life barriers and would have likely be unable to obtain unsubsidized employment on their own. Providers must use a fair and equitable process to select applicants for enrollment into the program.

25. Should providers use 108 hours as the threshold for performance for Tier I youth?
 - a. Using 100% of funded hours is a contract performance standard. At the participant level a minimum of 108 hours is required for a successful completion, but providers are encouraged to use the maximum number of hours (120) as the goal for individual participants instead of the minimum 108.
26. Will there be a work-based learning assessment tool provided for vendors to use?
 - a. Yes. CWP will provide the Work-Based Learning Competency Review to be used by supervisors to evaluate participants. (Please note that this is not the assessment used at intake).
27. Do providers have the ability to start SYELP before the July 1st start date if other funds are paying the costs?
 - a. Participant activities (instruction, work experience, Tier I projects) can't begin until July 1st. Those activities prior to July 1st would not be part of SYELP. Additionally, SYELP services should be made available to youth who are not necessarily part of a pre-existing program to ensure that the application and selection process is equitable so that all youth in the service area have a fair chance at being selected.
28. Can youth exceed 120 hours?
 - a. Yes. If some youth don't use all of their hours, providers can and should reassign those hours to active participants. This is something that must be tracked and managed to ensure that all funded hours are used. Please note that labor laws limit total hours per week worked by minors, and CWP will not reimburse for overtime wages.
29. Can we begin Career Competencies during the week of July 6 to have the students report to work the following week?
 - a. Yes.
30. Are the technical high schools similar to public career academies?
 - a. Yes, to the degree that they provide career pathway education.

Technical RFP Submission and Contract Requirements

31. Given the change from the initial RFP deadlines, is there any consideration for extending the proposal due date?
 - a. The date was extended from December 17th to January 3rd.
32. We do not have any prior experience doing Summer Youth Work Experience in the North Central CT area. We were wondering if we submitted a proposal that would be for a portion of the total number of expected youth to be served in the area and then potentially put in a request to serve more youth the following year, if that approach would be favorably reviewed?
 - a. Contract awards for renewal years are dependent on performance, organizational capacity and available resources. A provider that performs well and demonstrates organizational and financial capacity may be awarded more slots in a renewal year when additional capacity is needed.

33. Can a community-based organization be designated as a subcontractor under a parent organization? This would be to be funded as a subcontractor versus being a worksite only.
- If a proposer chooses to negotiate a subcontract after being awarded a contract, the subcontract and budget would be subject to review and approval by CWP.
34. Are providers penalized if 10% of Tier II youth don't retain jobs after summer employment?
- There is no financial penalty, but providers are held accountable for meeting their performance goals. Poor performance can affect future funding.
35. Are all youth paid minimum wage, or are minors paid the training wage?
- Providers will not pay training wage. Minimum wage is fixed for Tiers II and III.
36. Will CWP establish standard attendance protocols for Tier I youth stipend payments?
- Yes. The stipend will be earned daily or weekly, and CWP will set a minimum attendance requirement for stipend eligibility.
37. When will attachments A – E be available?
- All forms are on the website. If you downloaded forms before December 4th, please download again for the most up to date version.
- NOTE: The 12/4/19 revision of Attachment A shows the due date as December 17th; this will be changed to January 3rd, but the 12/4/19 version will be accepted.
38. Is there a minimum number of references that we need to provide with the proposals?
- There is not minimum number of references. Proposers should submit references from the most applicable programs.
39. If most or all of our youth programming is funded by CWP will CWP provide a reference?
- The reference form is only for programs not funded by CWP. Provider performance in CWP-funded programs will be reviewed and considered based on prior program data.
40. For the proposal narrative, should providers restate the question?
- There is no explicit requirement, but restating the question makes it easier for readers to follow. However, providers won't lose points for not doing so.
41. How should providers report their Workers Compensation rates?
- Only providers that are given contracts will need to provide Workers Compensation rate documentation. CWP is estimating a total fringe rate of 1.16% to cover FICA and Workers Compensation, but providers will be reimbursed based on their actual rate.
42. Can you provide a list of worksites from 2018?
- CWP expects providers to develop their own employer relationships and worksites. CWP's Youth Employment Coordinator will work with providers on building those relationships.
43. Must proposals include a letter of commitment for every worksite?
- No, this is not a requirement.
44. What if we do not have an Approved Cost Allocation Plan?
- If you are selected as a provider, you will be required to create one. CWP would provide samples.