



Capital Workforce Partners - 2024-25 SYELP RFP Questions and Answers

1. How do youth participants apply to the program?
Answer: There will be a link on the CWP website to our online application platform; this link will also be shared via CWP's social media platforms. Providers are encouraged to add the link to their own websites and social media pages.

2. Will providers be able to see what the application looks like?
Answer: Yes. CWP will provide a link or screen shot of the application by December 9, 2024.

3. Does every organization have to participate in all 3 Tiers?
Answer: No.

4. How long does the application process take for youth / families?
Answer: It varies. Please see Attachment A for screen shots of the application questions.

5. How will a provider know which youth have applied to their program?
Answer: The applicant selects a service provider when they start the application. Once they complete the application and click Submit the application will become visible to the selected service provider.

6. What is the difference between the application process and the intake process?
Answer: The application is a set of questions that the applicant answers online. The intake process consists of a review and verification of that information, including the collection of documentation verifying eligibility criteria such as age and authorization to work in the U.S.

The intake process also includes a suitability assessment. For providers offering all tiers, the suitability assessment will be designed to match each applicant with the appropriate tier based on their experience. Suitability also includes the applicant's availability and commitment to complete the program. Applicants with scheduled summer vacations that would preclude them completing 120 hours and/or meeting worksite attendance requirements would be deemed not suitable for enrollment.

7. Is the application process mobile friendly?
Answer: Yes.

8. Does CWP post past contracts and awards?

Answer: We post a list of contractors but not the actual contracts. A sample contract for the 2024 program has been provided to Bidders Conference attendees.

9. What happens if a participant chooses the wrong provider during the application process? How does the provider go about getting this corrected?

Answer: Providers can contact CWP, and we will change the provider in the system.

10. Will a provider's slot allotment be affected if applicants are selecting incorrectly in the system?

Answer: Applicants can choose any provider; slots are not reserved for any set of applicants. Slots are awarded on a first-come first-served basis, with priority given to applicants that exhibit any priority of service criteria. Providers are required to conduct intake with applicants in the order that applications are received. Applicants must have equitable access to slots across the program; slots should not be reserved for specific youth.

11. If participants are receiving stipends (Tier I), do they still require a SSN?

Answer: Yes. Tier I participants must be authorized to work in the U.S. Stipends are reportable income and providers must file form 1099-Misc for Tier I participants.

12. Who do we obtain Letters of Reference from to show credibility if we have never participated in a program like SYELP?

Answer: The reference form does address workforce development experience beyond SYELP and paid work experience. Providers can ask funders familiar with their work to provide the information relevant to their own contracts and add anything that isn't specifically addressed in items 4 – 8 for under 9 - General Comments.

13. What are the data requirements as far as the application process is concerned?

Answer: Basic eligibility and demographic data is collected in the online application platform. After the application is determined complete and eligible, the data is transferred to ETO. Enrollment, attendance, activity and outcome data are entered into ETO by service providers.

14. Is there any flexibility regarding the amount being paid out for Tier I (stipends)?

Answer: No. All participants must be paid the hourly rate established in the contract for hours of attendance only.

15. Can you give an example of how transportation has been used to get youth to and from worksites?

Answer: The primary form of transportation assistance is the provision of bus passes. It is important to develop worksites that are accessible via public transportation.

16. What are the insurance requirements?

Answer: Please see the sample contract provided on November 26, 2024.

17. For out-of-state providers, is it sufficient to provide the home state's equivalent of the Connecticut business registration printout?

Answer: Yes, but the proposal must clearly show that the provider has the capacity to launch a program in Hartford, including registering to do business in Connecticut, at the time of award.

18. What are the five competencies of SYELP?

Answer: Communication, financial literacy, professionalism, time management and employability skills. The full list and definitions of our 12 work-based learning readiness standards is at: <https://capitalworkforce.org/wp-content/uploads/2020/07/Hartford-Work-Based-Learning-Readiness-Standards.pdf>

19. Are all the previous SYELP providers returning?

Answer: There will be a renewal process for those providers. None have informed us that they plan to withdraw.

20. How many youth could not be serviced last year?

Answer: Approximately 1,700 applicants could not be serviced due to limited funding.

21. Are there any caps on bands of youth by age group?

Answer: No.

22. What is the purpose of the auto insurance requirement?

Answer: To cover providers (and CWP) in case a staff member or participant has an accident while driving for program activities.

23. How do providers identify applicants as "Opportunity Youth"?

Answer: There are questions in the application. Any applicant who indicates they are age 18-24 and are not in school and not employed is an Opportunity Youth.

24. What if an applicant doesn't self-identify as justice involved? How does the provider go about double checking this information?

Answer: Justice-involvement is not an eligibility requirement for non-CSSD slots. Self-attestation of justice-involvement is sufficient for priority of service determination. Only CSSD slots require a documented referral justice system referral.

25. What questions are providers allowed to ask youth applicants who have disabilities and or fall under the category of "opportunity youth" (ex. pregnancy and or homeless youth)?

Answer: The applicants self-identify when completing the application. Disability and other barriers are priority of service criteria but are not required for eligibility.

26. Can a Tier III participant be placed internally within a provider's organization?

Answer: Yes, if the provider has an appropriate Tier III level job for them.

27. What is CWP doing to support families who are not willing to attest to their youth's disability via the application process?

Answer: Applicants are not required to have a disability or any other barrier other than low-income status to qualify for SYELP. If youth/families chose not to disclose, their eligibility for the program is not impacted. We have noted that all Hartford residents qualify as low-income based on the high poverty rate in the city.

Providers are required to outreach to youth and families who meet the priority of service criteria in order to fill 20% of their slots with those youth. Providers should give the highest priority to scheduling and completing intake with applicants who appear to meet at least one priority of service criteria.

CWP has a Disability Resource Coordinator that provides training to our service providers and can provide resources that families can access.

Questions submitted post-bidders conference:

28. What is expected of the designated SYELP point of contact pre-award?

Answer: The POC must attend all scheduled technical assistance and training sessions. They will also be responsible for coordinating outreach and recruitment, and worksite development.

29. What happens if youth don't work the full 120 hours?

Answer: With the exception of youth who leave the program to accept unsubsidized employment, those who work less than 120 hours will not be counted as completing the program and will negatively impact contract performance. Regardless of individual participant outcomes, providers are accountable for assigning all available hours and fully expending their participant wage, fringe and stipend budgets.

30. When will providers be reimbursed for wages and stipends paid out?

Answer: The timing of reimbursement is dependent on the availability of funds. Generally, July invoices are paid in mid- to late August.

31. What happens if a youth is in the process of getting a SSN? Are they considered ineligible?

Answer: Participants must have a SSN in order to be paid. Reporting income to the IRS without an SSN may result in a penalty to be paid by the participant; this is unacceptable.

32. For Tier I participants, is there flexibility in how the stipends are paid? For example, can a portion of their stipend payment be placed on a Visa debit card to teach financial literacy competencies?

Answer: Stipends and wages must be paid via direct deposit, check or debit card. Please note that debit cards that charge the participant a fee should not be used.

33. Are you able to share the range of the contracts and budgets of the providers who participated in the program last year?

Answer: Last year's contracts ranged from 15 slots with a budget of \$43,155 to 422 slots with a budget of \$1,211,418. We expect 2025 contracts to range from 20 to 300 slots.