

# CCMEP Youth Services RFP Q & A

- Q. Are in-school youth services provided year-round strictly for students ages 16 to 18 years of age?  
A. Yes. Year-round in-school programming is only available for 16-18-year-old, TANF eligible youth.
- Q. Can funding can be utilized to cover expenses for youths paid work expenses and/or any other program components outside of staffing and admin costs?  
A. Funding tied to this proposal can include reimbursement for staff/admin costs and youth work experience wages, fringes and other related program costs.
- Q. Since summer work experience begins before July 1, 2019, will this request cover summer-only work experience in 2019?  
A. If there is available funding for summer, those agreements could be started earlier (May) to allow for worksites to begin in June.
- Q. In considering the follow-up for summer youth participants, if we propose to do a more in-depth follow-up with Summer youth outside of the typical May-August funding window, could we propose funding (minimal hours) for the months outside of summer (September-April) to fund follow-up services to participants?  
A. Yes
- Q. If an agency is completing proposals for multiple programs (e.g. Out-of-School & In-School), must they submit a completely separate budget for each proposal? It is difficult to present a true, uninflated picture of costs (especially personnel) if two budgets are presented as stand-alone proposals. For example, an agency may need 2 FTEs to run 1 program but only an additional .5FTE or 1 FTE to run two programs. Or should this issue just be addressed in the budget narrative?  
A. Yes, two separate budgets are required, one for each program. It could be addressed in the budget narrative. Show 2 FTEs on one budget, and 1 or 0.5 on the other.
- Q. Can a proposal be submitted solely for year-round, in-school programming and the summer paid work experience? Meaning service is not required for OSY.  
A. You can submit one proposal, only serving TANF eligible, in-school youth in year-round activities, which can include summer work experience. To serve out-of-school youth, you would need to submit a separate proposal.
- Q. For the comprehensive out of school WIOA program, is there a recommended and/or required number of weeks of class room activities per participant?  
A. The number of weeks will depend on the number of the elements/services made available to youth. Typically, we see 4-10 hours per week of class time at the beginning of enrollment. As the young adult becomes work-ready, there may be less class time while transitioning to work experience. The class curriculum should be robust enough to cover several months at a minimum.
- Q. For the in-school TANF program, is there a recommended and/or required number of weeks for class room activities per participant?  
A. Historically, in-school youth have class 3-4 hours per week while school is in session (September – May). Class time can transition to limited work experience in spring.
- Q. The Cover Page of the RFP does not list the proposed service of occupational skill training as a choice when selecting services we would like to provide, would you prefer we leave that section blank or add that service?  
A. Add the service to the Cover Page.