

## RFP 18-02 Out of School Youth Questions & Answers

1. **What is meant by ‘dropout prevention’ – does this refer to participation in the OSY program, because the participants are no longer in high school.**

The full WIOA definition of this is: “tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential”

2. **What is definition/expectation of ‘adult mentoring’ services?**

WIOA requires: “adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.” More simply defined, Mentoring is one of the 14 program elements for the WIOA youth program. Mentoring is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. This can be done through a case manager, staff member on site or a virtual relationship.

3. **Will the RSAB for PY 2018 be available before 11/15/18 or should the service provider use the RSAB for PY 2017 to estimate the service provider's share of the RSAB?**

For the PY18 the OSY RSAB portion was \$90,315. The PA CareerLink® Bucks County PY18 preliminary budget allocation was \$577,463.

4. **Is the service provider responsible to fund their share of the RSAB (approximately 15%) or is that share funded through the WIOA funding?**

This is charged to / as a part of the WIOA Grant award.

5. **Is the service provider responsible for any matching funds to be included in the proposal?**

No.

6. **What is the allowable indirect administrative % for WIOA proposal?**

WIOA does not define an allowable indirect administrative percentage, however, WIOA limits administrative costs to no more than 10% of the total grant award. The WDB encourages direct charging as much as possible.

7. **Should applicants submit a two-year budget?**

Only necessary if the budget is different between the two years.

8. **Are there specific line items that should be included in the proposal? (Can a sample budget be provided?)**

A sample line item budget has been included. This is just a sample – please feel free to add/delete line items as required.

9. **If an organization has a negotiated indirect cost rate, does it have to be used in the grant proposal?**

WIOA, the Uniform Circular and the PA Department of Labor & Industry recommend a direct cost wherever possible. The submitting organization may use the approved indirect cost rate as established by the cognizant federal agency, however, because of the 10% limit on administrative cost, every effort should be made to charge costs directly to administration or program charges to more accurately reflect the true costs of the program.

10. **Should RSA be included in the line item budget?**

Yes.

11. **What is the total OSY funding amount Estimate for PY '19?**

Funding is determined annually based on the federal and state budgets and LWDA allocations. We anticipate receiving notification of this amount in June 2019. Below are the amounts for PY17 and PY18 to be used as guidance.

PY17	\$603,754
PY18	\$603,754

12. **Are supportive services a line item in the budget, or are these funds provided through another funding source?**

Supportive services are to be included as a line budget line item. We encourage the leveraging of other community resources to provide supportive services with WIOA paying supportive services usually as a last resort. Generally other community resources are comparatively readily available.

13. **Can the cost of driving lessons and associated licensing fees be included in supportive services?**

Yes.

14. **It is stated in the RFP that the budget/cost will be reviewed separately (page 22, third paragraph), are we to separate these documents (II. Financial Documents) in both our hard copy and electronic submissions? And if so, how would you like them separated?**

Reviewed separately means the budget/cost information will be reviewed independently from the technical information. They do not have a direct bearing on each other. Both should be included in the same electronic file.

15. **How many hard copies required of the grant proposal – 3 or 6?**

One original and 6 copies.

16. **What format should the electronic copy be?**

Either .PDF or DOCX.

17. **What electronic delivery method should be used?**

Email with attachments if size permits, if the file is too large to email a link to a google drive document is acceptable. When your electronic proposal is received the BCWDB will confirm the receipt.

18. **Are tables, charts, graphs, graphics, and other illustrations allowed to be smaller than the 12 point font as long as its legible?**  
Yes.
19. **Can headers and footers be used within the 1" inch margins?**  
Yes. A footer with the page number is required.
20. **On the proposal checklist, should the Attachment lines be initialed or checked?**  
Initialed.
21. **May the initials, on the proposal checklist, be of the proposal preparer, or must the initials be of the signing authority?**  
The preparer is sufficient.
22. **Where should the proposal checklist be placed in the document?**  
After the Transmittal Form.
23. **Due to request for larger volume attachments, are we able to use a binder clip or other non-bound solution for the hard copies of the proposal document?**  
Yes but please do not use a binder.
24. **For ease of review, may a table of contents be included? And if so, where should it be placed?**  
Yes, after the proposal checklist form and prior to the Executive Summary.
25. **Please define, on Proposal Transmittal Form, what is meant by Legal Authority for Organization?**  
An authorized signatory representative from your organization.