

Franklin County YouthWorks Program 2013 Q&A Document (25-13-RFP-02 SYW)

Pre-Bidders' Conference Q&A:

1. Who pays the interns—the bidder or FCDJFS?

RESPONSE: Per ODJFS Guidance, FCDJFS is not allowed to pay youth wages directly. The Bidder or a third party vendor contracted by the Bidder is responsible for the payment of the wage subsidy to the Youth

2. P. 7 “Operate for a minim of 8 weeks; but not more than 11 weeks” Does this mean that the interns can work for 8 to 11 weeks? Or does it mean that the entire program from recruitment, to work readiness to placement to internships to program wrap up need to be completed in 8 to 11 weeks?

RESPONSE: The program period is May 1 – August 31, 2013 for all operations.

Depending on the program model Bidders can propose to have youth assigned to worksites for no less than 8 weeks but no more than 11 weeks.

3. P.8 Transportation—what documentation is needed to prove hardship to be eligible for transportation assistance?

RESPONSE: Determination of need is made by the Bidder/Provider. Acceptable documentation includes, but is not limited to, individual assessments, enrollment forms or case notes that document lack of transportation and a plan to address that need.

4. Can background checks for all summer staff be completed beginning May 1?

RESPONSE: Yes, but note that contracts will not be executed by this date and therefore the bidder/provider runs the risk of assuming that cost should they not be awarded a contract.

5. What is the maximum number of hours youth can work during the summer?

RESPONSE:

The MINIMUM number of hours a youth can work = 160 (20 hrs per week X 8 weeks)

The MAXIMUM number of hours a youth can work = 330 (30 hrs per week X 11 weeks)

Post-Bidders' Conference Q&A:

6. **Please explain the wage subsidy of \$10 per hour listed on page #7 under 5.3 Minimum Qualifications. Is this the responsibility of the organization? Will the organization be reimbursed at this rate?**

RESPONSE: Under the YouthWorks RFP, Bidders are responsible for paying the wages (\$10/hr) of all youth participants. All youth wages and payroll related costs should be included in the bidders Program Budget. *See question 10 and response of this document.*

7. **Can transportation be paid to support youth participant attendance to work readiness training?**

RESPONSE: No, transportation costs are only allowable to and from the worksite.

8. **What are the minimum requirements for youth participant files?**

RESPONSE:

Minimum Content of Individual Participant Files:

- TANF Registration Form with verifications
- Approval or Denial Form
- Assessment or Evaluation Information (if applicable/or required by the provider)
- A written plan – vocational, educational, service, etc. (if applicable/or required by the provider)
- Referrals for other services (if applicable)
- Case notes (if applicable)
- Attendance/Payroll records for participant
- Participant placement form/Worksite agreement
- Pre- Post-employment evaluation
- Certificate of Completion
- Additional information pertinent to the delivery of services

9. **In the program budget documents section (III.A.2.) Administrative Payroll Related Costs under column C for actual percentage paid, are those percentages the maximum paid?**

RESPONSE: Budget document tab III.A.2 Administrative Payroll related Costs. The Annual percentages provided in the form for Social Security, Workers Compensation, Retirement expenses, and Unemployment Insurance can be adjusted to align with your organizations actual percentages and approved rates.

10. **In what section of the Program Budget do we add in the participant wages?**

RESPONSE: Two options are available to Bidders for adding participant wages to the Program budget:

Option 1—Participant wages can be listed as a direct contracted services costs; if this option is selected the bidder must also include under direct contracted services costs a line indicating the participants payroll related costs. (Tab I.A.1.)

Option 2—Participants wages can be included in Salaries for Program Staff and all payroll costs in Payroll costs for Program Staff. (Tabs II.A.1. and II.A.2.)

11. If we rent space off site where would we enter that line item in the budget?

RESPONSE: Space rental costs should be indicated in the Program Budget document Tab II.B.1 –section A. Occupancy. Rental costs are allowable to the extent that the rates are reasonable.

12. What is the letter of authorization? What does this include?

- **RESPONSE: Letter of Authorization-** from the bidder's Board of Directors or other appropriate entity identifying the individual who is empowered to sign a subaward agreement, including his/her title.