

**BALTIMORE CITY WORKFORCE INVESTMENT BOARD  
YOUTH COUNCIL RFP  
QUESTIONS AND ANSWERS**

**Which population of youth should applicants target?**

Programs should target low-income youth between the ages of 16-21. Priority will be given to proposals that reflect the ability to use WIA funds to fulfill the U.S. DOL strategic Vision: “Out-of-school youth (and those most at risk of dropping out). Specific populations for service include:

- Out-of-school youth
- High school drop outs
- Runaway and homeless youth
- Youth in foster care
- Court involved youth
- Children of incarcerated parents
- Migrant youth

**How many youth will be served?**

Based upon previous year’s figures the Youth Council plans to serve approximately 400-500 youth.

**How do we get referrals?**

Each applicant must plan a recruitment strategy. Additionally, referrals may come through the Career Center Network.

**Who certifies that a client is eligible?**

Each applicant, depending upon the type of service provided will be trained to determine eligibility.

**Who does the monitoring?**

The Youth Council designee.

**Should the proposal be made for a specific geographic area of the city?**

No.

**Does the vendor provide training/placement for twelve months and then spend twelve months providing follow-up? What constitutes follow-up?**

Applicants are asked to plan a program strategy for 48 months. The first program period will last from 7/1/08 through 6/30-/09. Follow-up must occur from 7/1/08 to 6/30/09 for any customers that exits the program on 6/30/08. The second year of funding will cover the period 7/1/09 to 6/30/10. Follow-up services must be provided for all youth that exit the program between 6/30/09 and 6/30/10. Follow-up services must occur for a twelve-month period after the customers exits the program. Follow-up services may include, but are not limited to: assessment/re-assessment, information and referral, additional training opportunities, support services, employment & education retention counseling, life skills/problem solving advocacy, services to support continued success for the participant or other program activities provided during the service period.

**Should the requested budget cover both program services and follow-up?**

Yes.

**How does the vendor invoice?**

Monthly. These will be cost reimbursement contracts.

**Is the agency's administrative overhead cost allowable under this proposal?**

All costs for vendors are program costs. Administrative overheads costs incurred are to be reported as program costs.

**The RFP specifies that individual line items in the operating budget cannot exceed \$5,000. Does this apply to the twelve month budget, follow-up or both?**

Both.

**Could you please describe "credentials"?** Credentials/Certificate is defined as recognition of technical or occupational skills necessary to gain employment or advance recognized by employers and awarded by:

- ✓ State education agency
- ✓ Higher education institution
- ✓ Employer or industry group
- ✓ Apprenticeship
- ✓ Public regulatory agency
- ✓ Job Corp

**Does the performance measurement start once the youth exits the program?** Yes. We measure performance during the third quarter after exit. We do monitor program to see where they are and use progress as a predictor for meeting performance measures.

**Define "hard exit" and "soft exit".**

Exit occurs when a participant does not receive a service (funded by program or partner program) for 90 consecutive days. There is no more concept of "hard exit" only what was

a “soft exit” The *exit* date is the date of the last service for the *participant*. For measures using UI wage records, the *exit* quarter is the quarter containing the *exit* date.

**If a youth exits in February...he would not count in the first quarter of the year, but in the second quarter .i.e. the first full quarter after the quarter I exit. Correct?**

This is correct for all exit-based measures.

**The guidance says that if people are in staff assisted workshops, they must be registered. One-stops right now are offering short (hour long) resume writing, interviewing etc as a core service to folks who are using the self directed resources, but need a little more assist. Why would they need to be registered and go through all those hoops?**

All youth must be registered before receiving any type of service.

**What incentives exist for programs to keep a youth who has achieved a diploma enrolled in a program to receive additional services, rather than be exited to gain credit for the attainment? What is the rationale for changing the denominator from total goals to youth exiting in quarter?**

Participants may require further services beyond attaining a diploma. Participants are not included in the denominator of this measure until exit; therefore, it would not penalize a program to continue serving such a participant and the program would eventually receive credit for the diploma attainment once the participant exited. The Youth Council believes it is too subjective to measure diploma in terms of total goals and believes it to be more meaningful to base the measure on those who exit the program.

**How is a Job Corps enrollment treated by the performance measurement system?**

A participant enrolled in WIA Title I and Job Corps would be held all accountable to all applicable program measures in both programs. In terms of WIA Title I, a participant who enrolls in Job Corps will a part of Title I, may be treated as an active WIA participant until completion of Job Corps (because Job Corps is a partner).

**What are Literacy and Numeracy Gains?**

Of those who are basic skills deficient:  
Number who increase one or more educational functioning levels in lit or num

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Number who completed a year of participation + Number who exited before completing a year of participation.

Literacy Numeracy gains:

- Excludes persons who are not basic skills deficient
- Excludes all In-school Youth (measure applies only to Out of School Youth)
- Includes individuals with learning disabilities

## Bidders Conference

### **How many youth must be served by each program?**

That depends on the program. Over the past six years we have had as few as 80 and as many as 185.

### **Is funding based on number of youth served?**

It generally costs more to serve youth in a program that offers training and paid (program subsidized) internships than a purely academic program which focuses on high school diploma attainment. The range is \$2,500-\$4,500 per participant. Programs are asked to leverage resources to fully fund the programs as WIA dollars will not provide the total cost of program implementation.

## Performance Measures

### **If young person exits program and enters college after 4<sup>th</sup> or 5<sup>th</sup> quarter, does not graduate and does not receive a certificate, is that a negative?**

*It depends on the status of the youth upon program entrance. If the person enters the program receives a high school diploma and upon exit enters college, the person has met two of the three performance measures. It upon assessment the person is skills deficient; a post test must be given within one year. The participant must increase one functional level in math or reading to achieve the measure. It is not considered a negative if the participant does not obtain a post secondary degree.*

### **If for whatever reason the participant is not enrolled in an educational component while in the program. After leaving the program, he/she enrolls in a community college. Can this count towards meeting a performance measure?**

*Yes the person will meet the enters postsecondary education or employment*

### **Paid internship or paid apprenticeship – do either or both count as employment?**

*It depends on who's paying, through a grant award or employer paying for internship or an apprenticeship. If the employer is paying a wage, it will show up as employment. Subsidized (program paid) internships will not show up as employment. Programmatically, we are looking for long-term placement activities for young people.*