

WorkReady Philadelphia Summer 2010 RFP Bidders' Conference  
Summary of Questions & Answers

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**Do the stipends the youth receive affect their parents' housing subsidies or any TANF cash grants?**

The total possible wages earned through the WorkReady Summer program is \$870. This amount does not exceed the threshold that is set that effects cash benefits. However, if the young person has earned wages at another place of employment during the tax year, the total amount of money earned by the tax year is evaluated and therefore, the cash benefits may be effected if this amount exceeds the allowable threshold.

**What is the turn around to receive the debit cards? What if I pull from my wait list, will that student have to wait a long time?**

It takes at least 4 weeks to generate a debit card at the beginning of the program. Additional cards may take up to two weeks after the card is ordered.

**Are we allowed to offer more than 120 hours of paid work for youth if we provide the difference in pay amount?**

Yes. The additional funding must be forwarded to PYN prior to the start of the program.

**Why does the budget form (excel) mention 8 month / 12 months in Column C when the project is only for 6 weeks?**

The wrong budget was initially posted to the website; the correct version will be posted immediately.

**What has the former school connected or SDI model transitioned into?**

SDI was designed to support youth in summer school. As of the date of this RFP, we have not confirmed the funding for this model. Interested organizations may design a program that will serve youth in summer school, with the collaboration of the school.

**Will the former SDI youth now work the total 120 hours and be eligible for credit?**

Yes, although there are no guarantees that any of the school locations will be open for the entire six weeks. You will have to take the potential limitations of the facilities in to consideration when selecting a site.

**For the internship model can you define or give an example of a structured professional work environment?**

The internship should be designed to expose youth to the career ladders within a specific industry. The intern should be allowed to build specific skills within a particular industry and have an intentionally designed daily schedule that will expose them to the industry, potential careers within the industry and an opportunity to practice specific skills which were learned. The day-to-day interaction with the supervisor should be instructional in nature.

**Why is there such a significant difference in the staff-to-youth ratios between the Service Learning model and the Work Experience model? Is there any exception to the 1:3 ratio for the Work Experience model?**

The different ratios are due to the different needs for each model. Service Learning experiences are structured, team-based activities whereas Work Experience is meant to be more individualized specifically because it's for youth with little or no working experience.

**When you say “this many number of slots” – is it the number enrolled or recruited?**

The slot numbers given for 2010 should be the number enrolled, not recruited. To reach the required enrollment, providers will have to recruit at least 25% above the awarded slot level.

**Can you do a mix of program models – for example, 25 slots for Internships and 25 slots for Work Experience – or do you have to write two separate proposals, which would increase the total numbers per program?**

You cannot mix program models: you have to write separate proposals that meet the minimum slot number per proposal.

**Can the Service Learning supervisor ratio be less than 1:15 (i.e., 1:10)?**

Yes, the ratio for Service Learning should be 1:15 or lower.

**Once you've determined the best applications, then if the total amount of funding is limited, will you be more inclined to 1) fund *all* “best” applicants, but each at a proportionally smaller amount or 2) fund some “best” applicants, each at full request amount?**

Proposals are ranked from highest to lowest and also by areas of priorities. Award amounts are based on the amount of funding available and the priority of funding as many citywide slots as possible

**Are applications done online only?**

No – the proposal is not submitted through an online form. Applicants must mail or hand deliver their complete proposal, which consists of one original paper application and one *complete* electronic version of the application (on flashdrive or disc, including all attachments and supplemental documents submitted as part of the hard copy). All applications are due by noon on Friday, February 12<sup>th</sup> to the Philadelphia Youth Network, *no exceptions*.

**Does the table of contents count toward the 10 page narrative requirement?**

No.

**Can charts / tables have reduced font size?**

Yes.

**How is “number of youth served” different from “attendance”?**

The number of youth served refers to the youth who were enrolled and participated in the program for at least 1 hr. The attendance rate is based on the number of hours that a youth showed up for work.

**Can “providers” be “for profit”?**

Yes.

**How can the “operating costs” be used?**

Operating costs can be used for personnel, equipment, facilities, etc.

**What is the “slot level”?**

The slot level is the number of youth expected to be served throughout the course of the program.

**Is the work site responsible for making up the difference between funding and youth payment?**

Funding through this RFP is capped at \$7.25 per hour not to exceed a total of 120 hours per youth. If an employer would like to pay a youth additional wages, the provider will be responsible for identifying additional sources of funding (and if you choose to do this, please include that in your application). PYN will be willing to pay the additional wages if the funding is forwarded to us by the provider prior to the start of the program.

**Can we propose to target multiple high-skill / high-demand industries within one proposal?**  
Yes.

**Is a match recommended?**

It is *not* required, but if you are able to get a funding match please indicate it in your proposal.

**May we apply for a range of students (i.e., 60-75)?**

No. The budget must be based on a specific number of youth to be served.

**Can a single application include more than one employer working with a single provider, and more than one employment sector?**

Yes.

**Can partnerships include worksites that have participated with us in the past?**

Yes.

**What type of research is sufficient evidence to demonstrate that “research went into selecting and designing the project” (page 7 of the RFP)?**

A written “methods section” in your project presentation that explains the process your group went through to identify and study the topic is a strong way to fulfill this requirement. Please be sure to disclose your sources.

**Will an equal amount of funding be available to both service learning settings – community-based and school-linked programs?**

The funding has not been identified as of yet, therefore, we cannot anticipate the total number of programs to be funded. However, that doesn’t preclude an applicant from proposing a partnership with a school.

**For the Work Experience model, is prior enrollment in summer WorkReady considered “having prior work experience”?**

If a youth has participated in the Work Exposure program last year and would like to return, this is fine. The goal of this requirement is to provide a developmentally appropriate placement for youth who may not be ready for the intensity of an internship.

**Will youth who have previously participated in a Summer WorkReady program be ineligible for the Work Experience model?**

No.

**Are we required to submit letters of commitment from employers for the Work Experience model or does the preliminary list of worksites suffice?**

The preliminary list of worksites is sufficient but any firm letters of commitment you are able to get would be helpful.

**Can you give an example of a contextual learning component for the Work Experience model?**

Some examples include: the development of a college guide, research and presentation on sexual health and STDs, creating activities for campers, etc. The learning experience should have a clear connection to the worksite – if a youth is working for City government, an appropriate project would be around a current policy issue.

**Please give more examples of contextual learning for multi-disciplinary projects.**

One group of students created a video about the City’s use of stimulus funding. This involved the youth conducting research, interviews, filming, learning the editing and technical programs for post-production, and finally presenting the results to funders and the community.

**Should workplace mentoring be one-on-one or would small group mentoring be acceptable?**

Small group mentoring is acceptable.

**Please clarify the major differences between Work Experience and Internships.**

The Work Experience model is for youth who have had no experience working or very limited experience in a workplace – the model is more supportive and introductory. Internships are for youth who already have work experience. Additionally, as part of the Internship model youth will already need to have a resume, will be screened by providers, and will not be given a job placement but will need to interview for the worksite. As the provider under the Internship model, you will be responsible for preparing the youth for their worksite interview, as well as conducting a professional development series for the interns throughout the summer. Unlike in previous years, PYN will not distribute a curriculum for this professional development series but will provide the key subject areas / topics to be covered as per the suggestion of last summer’s providers.

**How many providers will be funded under each program model?**

The number of providers funded under each model will depend on both the total funding amount available and the quality of the proposals submitted for each model.

**Does the 20 hours a week requirement include work only or does it include other activities such as the “learning projects” required by the RFP?**

The 20 hours includes all activities, including the learning projects and professional development seminars

**Is there a maximum number of youth per model?**

No, however applicants should only propose to serve the number of youth that they have the capacity to support.

**For the Service Learning model, should we connect directly with the school to develop a relationship?**

Yes.

**Which schools are we eligible to partner with?**

All schools are eligible

**Is there flexibility on the 1:3 ratio for Work Experience? Can you have a 2:10 ratio if the supervisor's only responsibility is those five students a piece?**

If supervising the youth at the worksite is that person's *only* work responsibility, then there is some flexibility but you would need to explain this clearly in the narrative.

**When do kids begin applying?**

The second week of April.

**Will students currently involved in other PYN programs (i.e. Student Success Centers) need to go through this enrollment process?**

Students will still need to enroll through the Summer application which is designed as a job application process. Existing enrollment of other PYN initiatives does not mean the information is automatically transferred, due to the difference in the information collected.

**Please clarify the eligibility / enrollment process. How does a youth become connected to a specific provider?**

Youth are required to complete enrollment forms (application; photo waivers and Buckley waivers; I-9; W4; and a work readiness assessment). In addition, youth are required to present documentation that validates they meet the following areas of eligibility (age, residency, income & family size, eligibility to work in the US and selective service where applicable) The on-line enrollment software and full application process is still incomplete, but will likely include a place where youth can either select a provider or the provider can give them a code to enter.

**Can Philadelphia youth be served in residential delinquency programs located outside of the city?**

Yes.

**Are all delinquent youth in residential care "eligible" for participation?**

No, they need to meet all requirements as applicable. Complete enrollment instructions will be provided at the time of contract award.

**Does 100% of a provider’s enrollment have to meet the WIA income guidelines? If a student’s family income is too high, will they be turned away by the online system?**

Not all participants will need to meet the WIA income guidelines. Youth from over-income families will not automatically be rejected because there will be some unrestricted funding available (from foundations), however, these funds are limited. Providers should plan for a high proportion of their participants to be WIA eligible. Additionally, providers should keep in mind that the larger purpose is to target the youth with the greatest need and provide them with opportunities that they would not otherwise have.

**Can you enroll a 23 year-old as a staff member in the Service Learning model?**

Yes.

**As a residential service provider can our own facilities be the “worksite” under the Work Experience option?**

Yes, so long as the youth meet the age requirements and are eligible to work. The worksite must be approved as a WorkReady site and meet all of the appropriate criteria.

**About the 20% reserved for TANF / general pool – can we interview / screen (and potentially deny youth) in the Service Learning model?**

Organizations are encouraged to interview youth from the general pool. If a youth is screened not selected for service, their application will return to the general pool. All organizations will still need to reserve 20% for youth residing in TANF households and /or general pool youth.

**Can a provider install the application on its own computer so that kids can do it with a provider?**

The application will be web-based. If the application is rolled out on-line, youth and providers will only need access to the internet.

**For the pregnant and parenting barrier, if expectant mothers qualify, do expectant *fathers* qualify, or do fathers only qualify after the baby is born?**

Yes, parenting fathers qualify.

**Youth receiving TANF benefits are automatically WIA income eligible.**

The youth must meet the three areas of eligibility under WIA (income, family size and a documentable barrier).

**If the reported income of the household is within TANF guidelines, can they be counted as TANF so they do not need to demonstrate a barrier?**

No. A household that receives TANF cash benefits, only establishes income income eligibility. Youth must also provide evidence of a barrier.

**About the 20% reserved for TANF youth – is it okay to ensure that at least 20% of our own youth are TANF?**

Yes. However, the youth must be listed on the official Department of Public Welfare roster.

**If we submit more than one proposal will they be judged separately?**

One proposal should be submitted for each model. Providers are eligible to submit proposals under multiple models and each proposal will be reviewed separately by model.

**Can direct deposit into bank accounts be used if the youth requests this (rather than issue a debit card)?**

No..

**All students now work 120 hours; we don't have to ask employers for 5 hours?**

The funding available for this experience is for 120 hours.. While it is not required for providers to ask their employers to pay for an additional five hours, it is encouraged as a best practice.

**Can school-year interns receive a stipend instead of wages?**

No. The students should receive wages for their internship work.

**Please define the time requirements for professional development training for supervisors. For employers in Work Experience or Internships, who is required to run the criminal and child abuse clearances? Who pays for them?**

Last summer PYN handled these, but it is unclear what will happen this year. A provider is responsible for those clearances for their own staff, but regarding the worksite supervisors PYN is still waiting to get the final legal determination of responsibility. Guidance will be available by April 5<sup>th</sup>, and all clearances will have to be filed prior to the program start date.

**What accommodations, if any, will be made for programs based in School District buildings if the District has not determined in April / May which buildings will be open for summer?**

The School District has not officially released their plans for summer school as of the date of the release of this RFP. We will coordinate with the School District once summer school plans are finalized.

**May a community-based providers be a worksite?**

Yes.

**Does the on-site supervisor need to be trained? Is this the employer? Manager?**

The direct supervisor must attend the official WorkReady Training Workshop. The schedule will be made available at the point of award.

**Are worksite supervisors paid through this funding?**

The salary expense for the worksite supervisors may be included in the operating budget.

**Will the WorkReady facilitator (formerly Academic Advisor) be accessible to providers throughout the summer (past April) for ongoing assessment, corrective action planning if necessary, etc?**

Yes, the WorkReady facilitator will be available to the provider throughout the program.

**How are you defining partnerships?**

A partner can be any organization helping to deliver services, which includes employers, schools, other funders, etc.

**When do we get PYN's performance report on our Summer 2009 program?**

Performance reports will be shared by January 30, 2010.

**Does PYN provide the pre/post test assessment instrument?**

Yes. The assessment will be shared with the enrollment packet information.

**Last year for the project/portfolio was there a theme(s) that was under-represented? Over-represented?**

No. There was a pretty good representation across the various categories.

**What/where are the work readiness attainment outcomes to be measured?**

The work-readiness domains are defined on pg. 14 the RFP: Teamwork/collaboration, Professionalism/work ethic, openness to feedback, oral communication.