

Questions & Answers Regarding WIOA Youth RFP Special (Title I-B Youth Services)

1. For the list of references, do we list the three (3) references with the contact information, or do you want 3 reference letters as attachments?

Provide at least three (3) professional references as an attachment with full contact information: Name, title, organizations name, address, email address, and phone number. Letters are not required but can be submitted.

2. When will the following forms be posted on the website or where are their locations?

- Form C – Proposed Services Goals and Outcomes
- Certification Regarding Debarment
- Certification Regarding Drug-Free Workplace
- Certification Regarding Lobbying
- Certification Regarding Conflict of Interest
- Certification of Affirmative Action Plan
- Subgrantee Internal Control Questionnaire

All documents are available on the Employ Milwaukee website on the RFP page, under the WIOA Youth RFP Special notice.

<https://www.employmilwaukee.org/Request-For-Proposals.htm>

3. Are the non-Excel forms available in fillable format or Word (Form A, Form B, Certification forms, Subgrantee Internal Control Questionnaire, etc.)?

No.

4. What are the required success criteria/evaluation outcomes that must be met this funding period?

The WIOA Common Measures are listed on Page 16, 5.C. Providers must serve a minimum of 25 youth participants as described on Page 4, I. Background and Overview.

5. Can the attainment of a high school diploma or enrollment in post-secondary education be achieved in a subsequent year if the participants served this year are at the beginning of the service program and it is a multi-year program? (i.e. participants are 9th grade students who will complete their high school diploma/enroll in college in 4 years, but who will accomplish their first year of program benchmarks this year).

Yes.

6. In addition to the 7 high-growth and high demand industry sectors, is Education an allowed occupation/career pathway that will be considered, and that EMI has any interest in supporting? (i.e.: students complete education-related job preparation curriculum and as a result are placed in paid jobs or unpaid internships at educational institutions)

[EMI's WIOA local and regional plans](#) indicate that high growth, high demand occupations and industry sectors receive priority. If labor market information supports education (as an occupation or industry) as a high growth, high demand career pathway, it would be appropriate. Please note: Service providers cannot place participants in work experiences at their *own* workplace. See DWD Policy Chapter 10.5.3 Program Element 3: [10.5 Program Elements](#)

7. For the Internal Controls Questionnaire, what should be entered for “Employ Milwaukee Project Information,” or should this be left blank?

Internal Controls Questionnaire Employ Milwaukee Project Information should be left blank.

8. The RFP states that there is \$375,000 available in total for the two service models – please confirm that we would apply for a portion of this for our selected service model for **operations**, and that there is an additional \$125,000 available for **training, supportive services, and paid work experience**. Is this a correct understanding? (Available Funding and Performance Period, p. 5 and Purpose of Request for Proposal, p.4).

The total funding available for each service provider is \$125,000. “Operations” can include personnel and fringe for management staff and career planners, as well as any staff member providing one or more of the 14 program elements. It can also include travel, supplies, and administrative costs.

EMI retains the occupation skills training, supportive services, and wage funding and pays training providers, participants, and supportive service providers directly. WIOA Title I- B service providers coordinate with EMI using approval forms and

documents to justify the additional expenses. There is not a minimum or maximum amount available for each contract.

9. Is Employ Milwaukee, Inc. able to provide examples of 24-hour access strategies that have been effective locally with eligible youth? (7. Non-Traditional Service Times, p. 11)

24-hour access strategies may include, but are not limited to, afterhours answering services and web-based portals. Respondents are encouraged to research and provide other innovative means for 24-hour access.

10. What is the frequency of desired contact and engagement? (8. Other Required Program Components, p. 11)

EMI's current Title 1-B WIOA providers are required by contract to attempt contact at a minimum of every 30 days. New providers will have the same requirement in their contract scope of work.

11. What is the frequency with which follow-up activities should occur during the year after exiting the program? (8. Other Required Program Components, p. 11)

Allowable follow-up services are provided as needed. Our current Title 1-B WIOA providers are required to directly contact exited WIOA participants for a minimum of quarterly for at least 12 months following exit. Documentation of follow up contact is required quarterly. See DWD WIOA Title I-A & I-B Policy and Procedure Manual 10.5 Program Elements: [10.5 Program Elements](#) and Local Policy 18.01 Follow Up Services: [Agency Policies & Admin Memos](#) for additional details.

12. How does referring youth to other providers impact common measure outcomes? (5. WIOA Performance Measures, p. 16)

WIOA Title I-B service providers responding to this RFP will have performance outcomes that align with the number enrolled identified in their proposal relative to their special project, population, and/or geography. Referrals are not considered part of the respondent's number enrolled and will not impact their common measure outcomes.

13. How are post-exit youth receiving follow-ups reflected in agency statistics? (6. Proposed Service Goals and Outcomes, p. 16)

The ASSET participant data tracking system records follow-up activities and services. The WIOA common measures are the agency's statistics that reflect collective service delivery efforts, which includes follow-up services.

14. How is training in ASSET arranged and provided? (Data and Customer Tracking Systems, p. 29)

Technical assistance in the use of ASSET and ETO will be scheduled by mutual agreement and is provided in person and via video conference.