

As of Thursday, February 29th, 2024 – 12:00pm

RFP Clarification

- Program eligibility is based on Age, Income, and Metro North Residency. Risk Factors are **NOT** required for eligibility but should complete a self-attestation at the time of enrollment.
- **Outreach to youth from vulnerable populations listed on page 4 in the Diversity, Equity, and Inclusion section of the RFP should be included in the narrative response question #1: Provide details about the overall recruitment efforts of the region.**

Bidder's Conference Q&A Session:

- **I noticed that the RFP lists two different due dates for the letter of intent--Monday, February 26th and Sunday, March 3rd. Could you please clarify which date is the correct due date?**

The deadline for submitting a Letter of Intent (LOI) is Monday, February 26th, 2024. A timeline for the application and evaluation process has been included in the MNWB YW RFP on page 32. It's important to emphasize that the LOI is a mandatory step, and parties interested in submitting a YouthWorks (YW) proposal must fulfill this requirement. It's crucial to note that LOIs are non-binding; thus, even if an organization is uncertain about their application, we strongly recommend submitting an LOI.

- **If MassHire Metro North Workforce Board is the Lead Entity, should we apply to the program as a program partner? (City of Somerville)**

Certainly, this constitutes a Request for Proposal (RFP) targeted at program partners who perceive alignment between their programs and the goals of YouthWorks. Any organization or institution opting to submit a program proposal is essentially expressing an interest in becoming a YouthWorks program partner in the region.

- **Is an IEP the documentation required for a young person with a disability or with special needs?**

At this moment, regarding income eligibility, youth who are officially recognized as housing insecure, in foster care, or those with disabilities or special needs are not obligated to provide income documentation. Nevertheless, it is mandatory for them to fill out the Self-Attest Form, which is found as attachment 4 in the YW RFP.

- **In regards to additional risk factors, those don't replace income, correct? We ask everybody for information regarding risk factors but I want to make sure that we're not replacing income documentation requests.**

Income eligibility checks are mandatory unless the youth is officially recognized as housing insecure, in foster care, or has disabilities or special needs. Even if the participant self-attests to one of the risk factors (excluding having a disability or special needs, homelessness, or being in foster care), an income eligibility check must still be carried out.

- **Is being a youth of color considered a risk factor in and of itself?**

"Being a youth of color is not considered a risk factor." – The Commonwealth Corporation

- **Homelessness/runaway including LGBT + youth of color all listed in same bullet point. How are they connected or not connected.**

A youth can self-attest to homelessness or runaway and not identify as an LGBTQIA+ community. A youth can self-attest to one or more risk factors, but that does not mean that they NEED to be experiencing/facing every risk factor listed.

- **We have previously used City funds for the match. Can you tell us about what documentation of private sector funds looks like?**

Budgets submitted should include stipends/wages within the approved wage range. Programs expecting to provide stipends/wages higher than the approved wage through match, should incorporate that information in their match report not application budget narrative. A match report/form will be shared with providers to complete. We ask for backup documentation such a letter of award/sponsorship and pay stubs copies.

- **If you have teams at four private sector companies, we need to have them execute a letter saying we paid "x number of dollars to these three teams in total?"**

If participants receive a specific wage, providers will find a dedicated tab on the provided Match form. On this tab, the first name of the participant, last name, start date, end date, total hours, pay rate, total wage paid, and the employer/company name can be entered. Additionally, any executed letter of award and pay stubs copies should be submitted as supporting documentation along with the completed Match form.

- **Does the letter of intent require any additional narrative beyond filling out Attachment 2?**

No

- **Since there is an opportunity to discuss the recruitment process in the application: Do we need to have all of our project partners outlined in the Letter of Intent before applying?**

A sample list should suffice for the Letter of Intent (LOI). A full list should be provided at the time of application.

- **Are we allowed to include internal placements in our staffing budget?**

If understanding this question correctly, any YouthWorks participant assigned internally (for example, at the clerk's office) should be excluded from your staffing budget. This budget is solely designated for staff or City personnel anticipated to work, and provide support, directly with YouthWorks participants. It's important to note that YouthWorks participants are not considered official staff members within your institution and, consequently, should not be accounted for in your staffing budget.

- **Should we include fringe for part time (20 hour) positions?**

"Yes" – The Commonwealth Corporation

- **Can we offer higher wages for Tier 1?**

Tier 1 Participants must be paid an hourly stipend/wage between \$15.00/hr. and \$16.25/hr. The maximum allowed is \$16.25/hr.

- **Can we include onboarding expenses for youth before the end of this fiscal year?**

Any onboarding expenses (youth expenses) for YouthWorks 24-25 (FY24) must be charged to the appropriate contract. No onboarding charges for FY24 (YW 24-25) should be made to FY23 (YW 23-24).

- **If we apply for a higher tier, can we hire youth at lower tiers? I.e., if we advertise for a tier 4 position but only receive applicants that qualify for tier 3, could we hire those applicants?**

If a program plan is submitted to provide services to Tier 4 participants, then the provider will be expected to serve participants who meet the Tier 4 requirements only.

- **We are interested in applying for Tier 1 and Tier 2, and possibly Tier 3 as well. If we apply for Tiers 1-3 and later decide to focus on only Tiers 1-2, is that**

permitted? At what point do we need to commit to which Tiers we will focus on - in the LOI, in the full application, or later?

Programs interested in YouthWorks 24-25 should include a comprehensive program plan outline when submitting proposals. As part of the proposal submission, interested programs are required to present a finalized plan specifying the Tiers they intend to cater to. If your program does not have a conclusive plan for Tier 3 participants, it is advised not to include them in the proposal. If in the future your program wishes to explore the potential of implementing a Tier 3 program, such as during Cycle 2 post-contract initiation, MNWB is open to discussing and reviewing the plan for approval with the Commonwealth Corporation.

- **What is the timeline for applying for Cycle 2 funding and notification of award status?**

There are no distinct applications for Cycle 1 and 2. When submitting proposals, interested programs are required to provide their program overview/plan for both Cycle 1 and Cycle 2. This requirement extends to budget proposals as well. In addition to the proposals, interested partners must submit a budget proposal detailing their financial plan for both Cycle 1 and Cycle 2. Upon approval by the Commonwealth Corporation, MNWB will proceed to establish a year-round contract covering both Cycle 1 and Cycle 2 with the selected sub-grantees.

- **Can you tell us more about the format of the Signal Success curriculum and training? It sounds like provider staff deliver the curriculum with youth, and CommCorps staff train providers to facilitate; is that correct? Are laptops/Chromebooks required for students during in-person facilitation of Signal Success? Might it be possible for us to preview a sample of the curriculum, to help us understand how to integrate it into our planning and implementation? Are there dates identified for when CommCorps will offer facilitation training for provider staff?**

- *Program staff receive the Signal Success curriculum from the Commonwealth Corporation upon successful completion of the Signal Success training, which is also facilitated by the Commonwealth Corporation.*
- *The necessity of laptops/Chromebooks for YouthWorks participants will be contingent upon the delivery plan outlined by programs for these workshops.*
- *Authority to distribute Signal Success materials lies with the Commonwealth Corporation.*
- *If interested in learning the fundamentals of the Tier 1-3 curriculum and how to facilitate it, attend the Signal Success Fundamentals Tier 1-3 Training on Wednesday, March 13th, 2024 → [REGISTER HERE](#)*

- *If interested in learning about the newest Tier 4 curriculum and how to facilitate the curriculum to those participants, attend the Signal Success Tier 4 Emerging Workforce Training on Wednesday, April 24th, 2024 → [REGISTER HERE](#)*

- **What would be the best place in the budget sheet to list costs for transportation of youth participants? E.g. a rental van.**

Under “Support Services for Youth Participants”. For further information on allowable expenses and placement in budget, please review page 26-27 of the MNWB YouthWorks 24-25 RFP document.

- **Are there any restrictions around permission to include non-YouthWorks youth alongside youth enrolled in YouthWorks, within the same organization? Of course, we understand that non-YouthWorks participants should not be paid with YW funds or registered in the database.**

No

- **Risk-factors expectations - is any documentation needed for risk factors?**

Programs are expected to serve vulnerable participants who can self-attest to one of the documented risk-factors:

- *Court involved*
- *DYS-committed, on juvenile probation, gang related, CRS, juvenile arrest*
- *Homelessness or being a runaway*
- *Foster care or being close to aging out of foster care; having aged out of foster care*
- *Single parent household*
- *Having a disability or special needs*
- *Lack of fluency in English, or being a foreign immigrant*
- *Being a teen parent*

Risk Factor Definition	Acceptable Documentation
A history of juvenile delinquency – either having the status of ‘court involved’, in the custody of DYS, on juvenile court probation, CHINS status, or gang involved	Court and police records, letter of parole, letter from probation officer or DYS caseworker or referral from community-based organization with proven capacity for servicing gang-involved youth
Poor academic performance or a school stopout	School records such as grades or MCAS results, attendance/stopout letter from school; for out-of-school youth school records dated in the prior two years could be use as well as local assessment such as the TABE



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Homelessness or being a runaway	Written statement from an individual providing temporary residence, letter from shelter or EOHHS agency
Having aged out of foster care, or being close to aging out of foster care	Court documents or letter from EOHHS agency
Being the child of a single parent	Applicant statement of household size
Having a disability or special needs	School records, medical records, observable condition, or letter from social service agency
Lack of fluency in English, or being a documented immigrant	School records, teacher or Community-Based-Organization referral, or local assessment of English-language proficiency
Being a teen parent	Birth certificate, school records, referral, or letter from social services agency

- **Could you define the youth needs and associated staff responsibilities that fall under Case Management in this context?**

*Pending further clarification from the Commonwealth Corporation**

- **Is there any guidance for the Consultants budget line, such as what topics and fees are allowed?**

*Pending further clarification from the Commonwealth Corporation**