
Dept. of Family and Support Services *Bidder's Conference and TA Session* *for Youth Summer Jobs (RFP)*

On March 30th, 2009 from 1 p.m. to 3 p.m. community agencies, WIA providers and other prospective organizations attended a bidder's conference/TA session about Youth Summer Jobs under the Economic Stimulus. The conference was held at the Mayor's Office of People with Disabilities at 2102 W. Ogden Ave. The conference focused on organizations that are applying to become hubs in the summer jobs system. Hubs will facilitate the youth job placements in their geographical region. It is estimated that close to 200 individuals attended this event. Below is a listing of the questions (with responses) that were raised during the conference. If you have any additional questions or feel that something has been omitted you can contact Youth Ready Chicago by visiting the contact page at www.youthreadychicago.org

Question and Answer Session

1. If youth are currently enrolled in the WIA system do they have to re-apply?
A: No. Youth that are already registered in the WIA system will not have to apply into the system again. However, all interested applicants still must complete a general online application at www.youthreadychicago.org.
2. I work with a school that works with multiple YMCA community agencies. Can the YMCA complete one application to become a worksite?
A: No. All interested organizations will need to complete a worksite application. So each YMCA will need to register if they become a work site.
3. What is the stipend amount or hourly wage that the youth will receive?
A: Youth will receive hourly wages from minimum wage up to \$9/hr. Stipends can still be included under this program, however, the stipend should equate to an hourly rate of at least minimum wage.
4. How long will it take for hubs to be reimbursed after fronting the first month of payment?
A: Approximately fifteen business days from the date the voucher is submitted.
5. How long will it take for hub contracts to be issued?
A: It depends on the organization that applies. If you already have multiple or existing contracts with the City of Chicago then we are going to try and add this amount to your

current contract. We are looking for ways to get this money out to the public as effectively as possible. Our goal is that contracts will be issued by June 1.

6. Can WIA and YCDC youth be dual enrolled?

A: Yes. As long as youth are WIA eligible.

7. Have transportation costs been considered or can they apply to these programs? For instance, some youth will need assistance getting to and from their work site due to safety issues. Can funds from this program be used for these purposes?

A: Yes. These expenses would qualify as support expenses. There are some support program dollars under WIA that outline this. You will need to determine in the RFP how much of your budget you plan on using for these program dollars.

8. Youth pay concerns. Can organizations receive an advance for payroll to ensure that a young person will get their check in a specified fashion?

A: At this point we cannot commit to payroll advances for hubs. We can bring this issue up to City officials.

9. Who pays the administration costs for payroll?

A: All the money that HUBS will receive is technically program dollars. Under WIA guidelines, agencies are allowed to use their program dollars to cover up to 10% of their administrative costs.

10. Do youth supervisors have to have the same barriers as regular youth applicants? In other words, do they need to be WIA eligible?

A: Yes.

11. Do all interested applicants need to complete an online application with Youth Ready Chicago?

A: Yes.

12. What are the insurance requirements for hubs? They are supposed to be listed in an attachment in this document and they aren't.

A: The certification of Insurance has now been posted.

13. Must all youth program participants complete the work book?

A: The work book is meant to serve as a resource for preparing young people with "soft skills" for the workplace such as interviewing skills. Youth will need to complete a Work Readiness Assessment through Illinois workNet.

14. Are we able to use some of those program dollars for our own salaries? In other words can we use that money to hire a program coordinator to help us manage the hub?

A: Yes this money can be applied to add support staff for the hub. You should look for someone who has had previous project coordinating experience and outline the program dollars you will use to hire this person in your RFP.

15. What is the average cost of hiring a young person this summer through this program?

A: We have an average cost of \$2100 per youth. However, that figure will be adjusted due to a variety of factors such as hourly wage, work schedule, and whether the opportunity consists of classroom training or a stipend program.

16. Why can't hubs be worksites?

A: Hubs can be worksites. In fact, we highly encourage it.

17. Will current WIA eligible youth remain on their present contracts?

Yes.

18. Stipend payments. Can stipends still be included as payment for the youth workers?

A: Yes, but that stipend should match an hourly rate of at least minimum wage.

19. Would the summer earnings of the young person impact a household that is currently receiving TANF assistance?

A: In the past it didn't, but we will follow up and post an answer on the web site.

20. My organization focuses specifically on pregnant or parenting youth? Could our sole focus in recruiting youth be from this population?

A: Yes.

21. Will those pregnant or parenting individuals (if they are hired) be able to receive any assistance with childcare during their work hours?

A: That is unknown right now, but we will get back to you once we follow up with our childcare providers.

22. I had a case at my agency where we worked with youth internships. There have been a few instances where after a young person finished their internship they applied for unemployment. This has damaged our record and I was wondering if you could provide any answers on how to avoid situations like this?

A: We will post an answer on the web site.

23. Can we apply administrative costs like covering workmen's comp. under program dollars?

A: Yes. Once again, 10% of your administrative costs can be covered under WIA guidelines. However, this must be specifically outlined in your proposal.

24. My organization primarily provides activities like field trips, internships, job shadowing, etc. Could we possibly be considered as a work site under this program?

A: Yes. Many of the activities you mentioned would qualify under WIA.

25. For new WIA eligible youth that apply to this program, what is the exit strategy?

A: New participants must be exited from the program by Sept. 30th.

26. Verifying WIA eligible youth. If a young person is 23 or 24 years old will we need to verify parental income for that person?

A: Youth at that age are considered adults and therefore no longer dependant upon their parents. They will still be required to provide information showing they are eligible for the program.

27. The RFP states that the minimum wage amt. for youth supervisors is \$10/hr. What is the maximum rate?

A: Youth supervisor salaries range from \$10-\$12 an hour.

28. Can we hire a program trainer (instead of/as well as) a youth supervisor?

A: Yes.

29. Will there be assessments for youth literacy?

A: Yes and it will be provided by Illinois workNet.

30. Do the stipends have to equate to minimum wage?

A: Yes, stipends must equal an hourly rate that is minimum wage.

31. It says in the RFP that salaries must be \$9/hr. Is that correct?

A: It should say salaries are at least minimum wage and up to \$9/hr.

32. Why can't the city and federal government require provisions about youth employment in contracts with the city/state? It seems like the hubs have to do all the work. If you receive a contract through the city via stimulus funds then perhaps there should be some provision that you must hire youth from the community, etc. How is the city helping the hubs in all of this?

A: First, we can bring this concern to city officials. Second, we are already recruiting worksites. Organizations are sending us their information that we will forward to the hubs once they are set up. If you want to be a work site, please visit www.youthreadychicago.org and click on the worksite link. You will be prompted on the next steps you can take.

33. Can we use these funds to hire a program administrator or someone to help our organization facilitate the hub?

A: Yes.

34. How are part-time hourly employees supposed to wait every two weeks to receive a paycheck? Isn't that going to be a problem for these individuals?

A: Worksites can set their own individual payroll schedule.

35. Will eligibility waivers be available for WIA guidelines?

A: At this moment we have received no guidance on that matter. The only guidelines that we have received are that youth can qualify up to the age of 24 and that they must complete this work readiness requirement.

36. Are there any incentives for businesses in this program? I thought there was some type of incentive for hiring veterans or disaffected youth?

A: Yes. Businesses and organizations can apply for a Work Opportunity Tax Credit (WOTC) when hiring older and out of school youth to the workplace following work experiences; The American Recovery and Reinvestment Act expands the WOTC to disconnected youth ages 16-24 who are not regularly attending school, not readily employed and lacking basic skills. For more information on WOTC please visit the Illinois Dept. of Employment Security website and download the WOTC pamphlet at <http://www.ides.state.il.us/employer/uitax/credits.asp>

37. What will oversight reasonably look like for the work sites?

A: Hubs share a partial responsibility in oversight. Dept. of Family and Support Service staff will provide assistance in monitoring worksites as well as technical assistance for the hubs.

38. If youth are minors, but are also estranged from their families can they still qualify for this program?

A: They can, but we are still going to need all the necessary documentation. The documentation is non-negotiable. Even if this young person can't qualify for this specific program they should still complete the general Youth Ready Chicago online application because they could be selected for other summer opportunities.

39. If you are a current delegate agency and you use CPS or Park District facilities how can we obtain additional hours to use these facilities for the summer program?

A: You will have to apply individually as a worksite and ensure that you can use these facilities or acquire your own worksite.

40. Will youth currently enrolled in WIA agencies still have to measure up to all program standards? And do new applicants only have to fill the Work Readiness requirements?

A: Youth currently enrolled in WIA programs will still have to complete all the program requirements. Newly registered youth would only have to complete all the additional requirements if they stay on past Sept. 30th. Again, the exit strategy is that these new youth will be out of the WIA program by Sept. 30th.

41. How will work sites get placed?

A: Geographically. In closest relation to the nearest hub. (QUESTION FOR JULIA TALBOT)

42. Illinois Child Labor Law. Under those provisions youth are not able to be placed in churches? Will that apply to this program?

A: Youth may be work in religious institutions but may not do the work of that institution. For example, youth can work at religious institute day cares, camps etc... but could not perform administrative duties - like creating a website for a given institution.

43. Are ex-offenders accommodated at all in this program?

A: Yes, they are all eligible to apply.

44. Will agencies or sister agencies do all the eligibility?

A: Hubs will be responsible for conducting WIA eligibility.

45. Do we have to take on adult age youth for every worksite?

A: If there are 10 or more young people working at a worksite then you must hire a youth supervisor, who will serve under WIA guidelines as well.

46. Is it up to the hub or work site to determine what individuals with misdemeanors or felons are acceptable?

A: It is up to the worksite to determine their hiring credentials for all applicants.

47. If you are already a TANF recipient will you still need to present all your documentation during registration?

A: Yes.

48. Is training for youth going to be required so they can learn to adapt to workplace environments and unlearn their gang affiliations or behaviors?

A: Worksites have the opportunity to provide training classes that help youth adapt to the workplace. This type of program could qualify and should be detailed in your RFP.

49. Are worksites required to be ADA?

A: Yes

50. Will college age youth still need to show all of their documentation?

A: Yes.