

**Young Adult Program  
Responses to Questions #2  
Part of the Federal Social Innovation Fund  
Updated January 6, 2011**

*Note: As stated in the Young Adult Program Request for Proposals (RFP), responses to questions, update notices, and addenda posted on the website are official updates to the RFP. It is the responsibility of the applicant to read and adhere to the responses to questions, update notices, and addenda posted on the website when responding to the RFP.*

**Q1. What does the maximum per participant cost of \$8,500 include?**

**A1.** The maximum participant cost of \$8500 includes staff costs and program costs. The basic assumption is that to serve 50 participants a year the cost is \$425,000. Funds for capacity building and criminal histories checks have been additionally allocated bringing the total budget for one organization serving 50 participants a year to \$468,750.

**Q2. There does not seem to be an Attachment 5 for the project budget and budget narrative.**

**A2.** Attachment 5 is the SIF Young Adult RFP Budget Template, which can be downloaded along with the RFP here: <http://www.nyc.gov/html/ceo/html/sif/youth.shtml>. As explained on page 23 of the RFP, proposers should present a budget narrative to accompany Attachment 5.

**Q3. For the short-term group project, must all participants work on the same project, or can providers offer a range of defined projects for participants to choose from? If providers can do more than one project, is there a limit on the number? We were thinking of offering five options.**

**A3.** It is expected that participants will move through the Young Adult Program at each site as a cohort. However, providers can choose to offer different options for participants to select from, based on their interests and skills.

**Q4. Can providers create a waiting list for future cohorts?**

**A4.** Providers are responsible for recruiting participants into their program, and can choose to manage that recruitment as they see fit.

**Q5. Can we place any applicants on the waiting list to replace participants who drop out? If so, up until what point could we enroll replacements in a given cohort?**

**A5.** It is expected that participants will move through the program at each site as a cohort, and that all members of a cohort will begin the program together. If providers propose enrolling participants off a waiting list when slots open up, they should explain how they plan to do so, and how they will ensure the participants are part of a cohort.

**Q6. What is meant by a “work sample” (Section IV, Part B, 3)? What would it need to consist of?**

**A6.** A work sample could be an internal or external evaluation of a program operated by your agency, a guide/manual developed for your clients or staff, or other document that highlights the quality of your work.

**Q7. What if certain of our programs have not been independently evaluated? Will that count against our score?**

**A7.** There is no requirement of an independent evaluation.

**Q8. On page 23, under Staffing Plan, the RFP requests an organizational chart showing all proposed staff positions and directs applicants to: "Attach Jobs-Plus organizational chart." Is this a mistake? Should we assume this is meant to read, "A Young Adult Program organizational chart"? Is the RFP requesting an organizational chart for the SIF program or for the lead agency and its partner(s)?**

**A8.** Yes, this is a mistake. It should read "Attach a Young Adult Program organizational chart." The organizational chart requested on page 23 is an organizational chart for the Young Adult Program.

**Q9. Can non-profits that are national affiliates propose one program model for the SIF Young Adult program and submit one proposal to offer the same program in Kansas City, New York, and Newark?**

**A9.** Organizations that propose to offer the same program in multiple cities must submit one proposal for each city, as each city has its own competition. Proposals will be evaluated independently.

**Q10. On page 14 the RFP states that paid internships will be for a period of up to 18 weeks, but that some participants may transition to unsubsidized employment earlier. How many weeks must a young adult participate in an internship before transitioning into paid employment in order to be counted as someone who completed the internship?**

**A10.** A young adult must participate in an internship for a minimum of 12 weeks to be considered to have substantially completed the internship.

**Q11. On page 14, the RFP states that some participants may be helped to return to school prior to completion of the SIF YAP. How long must a young person be in the program before returning to school, in order to have that achievement included in our positive outcomes?**

**A11.** Returning to school at any point is considered a successful educational achievement. The provider would need to ensure that the internship accommodated the school schedule and continued case management would need to be provided for the full length of the program.

**Q12. On page 12, the RFP states that providers in New York City have to serve listed community districts (CDs). Must one provider serve all CDs in one borough? Can youth from additional CDs also be served, or is there a minimum number or percentage of participants that must come from the priority CDs?**

**A12.** One provider need not serve all listed CDs in the borough in which they operate the program. However, all youth in the program must reside in one of the selected CDs, and

providers will ideally be located in close proximity to the same CDs as the young adults served.

**Q13. The RFP states that program participants may also be subject to the same criminal checks as staff. Will participants be subject to these checks? If we include these fees in our budget will we be able to re-allocate those dollars if the checks are not needed?**

**A13.** Current direction from the Corporation for National and Community Service states that participants in this program will be subject to the National Service Criminal History Check, as described on page 16 of the RFP. Applicants should include the costs of these checks in their budgets, and should consider the time required to complete the checks when developing their enrollment and staffing plans.

**Q14. On page 7 of the RFP, the characteristics of the target population are described. Some criteria, such as being out of school and out of work for six months may be difficult to document for a variety of reasons including the applicant not having received unemployment insurance or still being on a school's rolls even though the young person dropped out more than six months earlier. Will self-attestations be sufficient proof of eligibility? If not, what proof will CEO require contractors to obtain to verify eligibility? And how does "low-income" have to be verified?**

**A14.** Self-attestations will be sufficient proof of eligibility.

**Q15. On page 2, the RFP states, "the program is expected to begin serving participants within sixty days from the date the award is executed". On page 8 the RFP indicates that contractors will have 60 days to do program planning and hire and train staff. Please specify whether SIF expects outreach and recruitment to begin within sixty days or is that the timetable for the start of the first Pre-Internship Phase?**

**A15.** In general CEO expects that outreach and recruitment begin within 60 days of execution of the award, but the specific details will be worked out during contract negotiations.

**Q16. Can services be started before 60 days?**

**A16.** Yes, services can be started prior to 60 days with approval from CEO that an appropriate operational plan is in place.

**Q17. Pre-Internship Phase (p. 13). The RFP does not state the number of hours young adults would be expected to participate in the SIF during the first week of the Pre-Internship. Nor does it stipulate how many hours in addition to the 15 hours a week of ABE/GED instruction participants have to be engaged in projects and other services from week two until the start of their internships. (A) Are the number of hours up to the discretion of the contractor? Or does CEO have a specific number of required hours? And (B) Can paid internships begin before the sixth week?**

**A17.** (A) Yes, as long as the applicant provides a rationale for a specific number of hours. (B) Yes, as long as the applicant provides a rationale for beginning the internships before the sixth week.

**Q18. Page 13 of the RFP indicates that education is ongoing for the full 12 months of the program. Are we correct in assuming that while educational programming would be**

**provided throughout the 12 months, individuals will only be required to participate until they receive a GED or return to school?**

**A18.** No. As noted on page 13 of the RFP, participants should transition to the next appropriate educational setting during the year-long participation in the SIF Young Adult Program. This includes participants who may earn their GED during the course of the year and those who complete school.

**Q19. Please clarify whether the outcome objectives noted on page 9 are annual ones that need to be achieved within each funding year (e.g. May 1, 2011 to April 30, 2012)? Or are they based on a 12-month period from the time a cohort begins receiving services?**

**A19.** The outcome objectives are based on the 12-month period from the time a cohort begins receiving services. As referenced on page 15 of the RFP, the initial sub-grant will be for one year and renewal will depend on the availability of additional funding and performance.

**Q20. Although the Pre-Internship and the Paid Internship phases can be completed within a six-month time period, case management and education have to be provided for 12 months. Our questions are: (A) Does each participant need to receive 12 months of case management and educational programming? Or, (B) does the contractor have to provide 12 months of case management services and educational programming? And (C) if individuals have to receive 12 months of case management and education within the same program year, do both cohorts have to be served at the same time?**

**A20.** (A) Yes. (B) The contractor itself does not have to provide specific services if there is a qualified partner as referenced on page 8 of the RFP. (C) Yes, both cohorts have to be served substantially at the same time.

**Q21. Since there is a two month start-up phase in year one, will the 12 months of required services actually be mandated for 10 months in the initial year?**

**A21.** Yes, with two months of services carried over into year two.

**Q22. Does each cohort of 25 have to be served during a different cycle? Or can cycles overlap (e.g. cohort 1 starts May 1 and cohort 2 starts August 1) and/or can both cohorts be served simultaneously?**

**A22.** Cycles may be staggered or overlap, but the proposer must provide a rationale for doing so.

**Q23. Page 16 of the RFP indicates that “providers selected will be expected to assist in raising matching funds”. What kind of assistance is expected?**

**A23.** The Mayor’s Fund Collaborative will take the lead on all fundraising activities. Providers will be expected to participate in and support fundraising activities for the full program period. The Mayor’s Fund is not establishing a formal match requirement for this program, but applicants are encouraged to bring financial resources to the initiative as feasible.

**Q24. Is it required or requested that proposals be typed on both sides and printed on recycled paper? If double-sided copies are required, does that also apply to attachments (some of which may already be printed on just one side)?**

**A24.** The proposal, including attachments if appropriate, should be typed on both sides and printed on recycled paper.

**Q25. Do the attachments on the electronic copy of the submission also need to be “clearly separated”? If so, is there a preferred method for separating attachments on the electronic copy?**

**A25.** Attachments on the electronic submission need not be clearly separated.

**Q26. When the RFP asks for information about federal awards, as on page 21, should we include programs funded with federal dollars that have been passed through or administered by a state or local agency? Or just direct federal grants such as federal Head Start?**

**A26.** Information should be provided on all federal awards received directly or indirectly by the proposer. Information on funds originated in a federal agency and awarded to the proposer should be reported as part of the proposal.

**Q27. Are there any mandated travel expenses that should be included in the budget?**

**A27.** CEO recommends budgeting for three out-of-town trips for four staff members each year. This includes applicants from New York City.

**Q28. Should Attachment 6 – Acknowledgement of Addenda be completed for all published Responses to Questions? Or only for documents actually labeled “Addendum”? Also, please note that the dates on this attachment are all for 2010.**

**A28.** The Acknowledgment of Addenda should be completed only for documents actually labeled Addendum. To date, no addenda have been issued. If any addenda are issued, a revised form with corrected dates will be posted.

**Q29. Can both lead agencies selected in one city partner with the same subcontractor?**

**A29.** Yes.

**Q30. In Kansas City, can 18 to 24 year olds participate in the program if they are not a Kansas City resident? For example: Johnson County is a suburb of Kansas City but is not located in Kansas City. Can Johnson County residents participate?**

**A30.** No.

**Q31. In Kansas City, can an agency be a subcontractor if they are not located in Kansas City?**

**A31.** The organization may be located either in Kansas City or in the neighboring Jackson, Clay and Platte counties.

**Q32. In Kansas City, do the internship opportunities (businesses) have to be located in Kansas City?**

**A32.** No.

**Q33. How do you expect to measure reading levels for the purposes of this program?**

**A33.** As stated on page 13 of the RFP literacy levels (by grade) will be assessed by a nationally recognized assessment tool.

**Q34. Will internship wages paid out of the project budget or are they separately subsidized by CEO?**

**A34.** Internship wages will be paid out of the project budget.

**Reminder:** All questions about the Young Adult Program RFP must be submitted by January 7, 2010 to [SIF@cityhall.nyc.gov](mailto:SIF@cityhall.nyc.gov) to ensure a response.