**Vendor Questions: 10/19/2021:**

1. Q: Page 15 of the RFP states "The Out-of-School Youth contractor must meet the mandatory 30 percent minimum expenditure of program funds on work-based learning. This amount will be provided when the allocation is awarded." Please confirm that these funds will be provided after award and therefore proposers should not include work-based learning funds in their budget.

A: WIOA requires local areas to spend a % of Youth funding on Work Experience activities which may include:

• Wages or stipends paid for participation in a work experience;

• Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience;

• Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;

• Staff time spent evaluating the work experience;

• Participant work experience orientation sessions;

• Employer work experience orientation sessions;

• Classroom training or the required academic education component directly related to the work experience;

• Incentive payments directly tied to the completion of work experience; and

• Employability skills or job readiness training to prepare youth for a work experience. When determining the types of expenditures that are allowable to help meet this requirement, additional information can be found in TEGL 8-15 and TEGL 21-16, p.15.

The exact dollar amount of work-based learning expenses will be determined with final contract amount, however the provider should include a preliminary budget where at least 30% of the funds are budgeted for allowable work-based learning activities.

1. Q: The provided Program Narrative template text boxes for responses have 1.25” margins however the RFP states proposals are required to have 1” margins. Please confirm it is acceptable to adjust the template margins to the 1”?

A: It is acceptable to adjust the template margins to 1”.

1. Q: For Cover Sheet, “Legal Authority” – are you looking for the name of the person authorized to bind the organization?

A: Yes, the legal authority is the person authorized to bind the organization

1. Q: The formatting on the application document, specifically the “Click here to enter text” does not expand the text box as text is entered. Can we type answers outside the text box directly onto the word document? Also, the font is a light gray – do you want it to remain light gray?

A: You may type answers out of the text box or remove the text box. A specific color of font is not required.

1. Q: Can we remove the “Proposer Heading” and text explanation on the Executive Summary page? This reduces the amount of document space by several inches.

A: You may remove the text explanation and reduce font of Proposer Heading and Executive Summary if needed for space.

1. Please clarify exactly which pages count toward the Narrative’s 12-page limit. (Are “Proposal Narrative” and “Program Narrative” the same?)

A: Only the narrative counts towards the 12-page limit. Proposal Narrative and Program Narrative are one in the same.

1. Q: Should the grant be submitted as one document, or should each section be an attachment?

A: Proposer may attach documents separately or together in one document.

1. Q: Do you require the submission of an audit, 990, IRS letter, etc?

A: Additional documentation may be required upon award of contract.