

**Young Adult Program
Responses to Questions #3
Part of the Federal Social Innovation Fund
Updated January 14, 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. On page 17 of the RFP it states that sub-grantees will be required to designate a Research Coordinator to oversee research activities at the sub-grantee. Is this a full-time position? Does it have to be an outside consultant or could it be a current staff member?

A1. The Research Coordinator role is not a full-time position and will require on average only about three hours a week. The role can be filled by a current staff member.

Q2. On page 22 of the RFP, question D4 asks for the applicant's work plan for the full project but with more details for the first two years. Can you clarify what additional details would be required for the first two years?

A2. Information on start-up activities and key dates (e.g. start of each cohort).

Q3. Is the proposal summary sheet and accompanying Executive Summary included in the 25-page limit for the proposal narrative?

A3. No, they are not.

Q4. On page 22 of the RFP, question D6 asks that the applicant address partnerships, collaborations, and other linkages for necessary education, employment, and social services. Is it necessary to attach written and signed linkage agreements?

A4. No. It is only necessary to attach signed letters from collaborators if providers are applying as a partnership, as defined on page 8 of the RFP, and as requested on page 22 of the RFP.

Q5. Can we provide incentives to participants who have completed the 18 week internship component for retention in follow-up activities?

A5. Yes, as long as it fits within the proposed budget.

Q6. All the forms are PDF files that have page numbers already printed on them. How can we include these forms in our proposals with the correct page numbers?

A6. The page numbering requirement only pertains to the 25 page proposal narrative.

Q7. Can the young adults who are participating in the program be referred to educational classes or must the cohort be kept together as a young adult only class?

A7. Participants should be in educational classes that are appropriate for their assessed reading/math levels and do not have to be all in the same class.

Q8. Can the applicant be one of the proposed internship sites?

A8. Yes, but the applicant cannot be the only internship site; rather, the Mayor's Fund Collaborative prefers that the internship sites are external to the applicant's organization.

Q9. Will participants who enter job training after 6 months in the program be considered to have made a successful transition to "unsubsidized employment and continued education" (page 15 of the RFP)?

A9. No. Although job training may take the place of continued education, the requirement is that the participant continues with both work and education. A training program would not be considered unsubsidized employment.

Q10. On page 20, applicants are asked to fill out the Relevant Experience Form and then additionally asked in narrative form to describe any other factors that demonstrate that each program cited above was effective. Should this narrative be in the body of the proposal narrative, and if so is it included in the 25 page limit or attached to Attachment 3?

A10. The narrative should be in the body of the proposal narrative and is included in the 25 page limit.

Q11. If the proposing organization intends to be an internship site, can we attach a letter of commitment as one of at least three sites demonstrating a commitment to host an internship?

A11. Yes, but see the answer to Q8 in this document.

Q12. On page 23 of the RFP, applicants are asked to describe and demonstrate their staffing and organizational plan. Is this to be included in the narrative or provided as a separate attachment? Should the resumes and job descriptions be included as part of the narrative or separate attachments? Are they included in the 25 page narrative limit?

A12. The description of the staffing and organizational plan should be included in the narrative and is subject to the 25 page limit. Resumes, job descriptions and the organizational chart are separate program proposal attachments as referenced on the Proposal Checklist on page 26 of the RFP; they are not included in the 25 page limit.

Q13. What is the "copy of Charts and Accounts"?

A13. The Chart of Accounts is a list of all account names and numbers used on the general ledger in the financial system of the lead applicant.

Q14. Can the internship be with a for-profit organization?

A14. Yes.

Q15. On page 13 of the RFP, the second bullet under the Pre-Internship Phase of the RFP, the last sentence reads, “the group project establishes the basic schedule of education and work experience...”. Please clarify what this means.

A15. It means that overall the program is intended to pair work (internships followed by unsubsidized employment) with education. The pairing of group projects with education is the first step in this process.

Q16. How long should young adults be involved in the short-term group projects? Should these projects be completed by the time the paid internship begins?

A16. As referenced on page 13 of the RFP, the short-term group projects should last from three to six weeks. These should be completed before the paid internship begins.

Q17. Can the electronic version of our submission be sent as a CD?

A17. Yes.

Q18. The checklist on page 26 notes the need for “signed letters from partner organizations (if applicable).” Is a partnership letter from the lead agency to its partner(s) required? Or do you only need a letter from each partner to the lead agency?

A18. An applicant only needs a letter from each partner indicating the partner’s intent to collaborate with the lead agency to provide services for the Young Adult Program.

Q19. Due to the impact of the blizzard and the holidays can you postpone the RFP deadline for one week?

A19. No, unfortunately we cannot.

Q20. Can the Participant Flow Diagram be submitted as an attachment and therefore not be included in the 25-page proposal narrative limit?

A20. Yes, as indicated on page 26 of the RFP the Participant Flow Diagram is among the items on the Program Proposal Attachments check-list, and is not included in the 25 page limit.

Q21. Section II.F “Compliance with research requirements,” includes a request to describe activities that organizations will undertake to support evaluation activities. The “Program Proposal” instructions detailed on page 19 of the RFP, however, do not include Section IV.F. Does that mean that we should submit our answer to the question in IV.F as a separate attachment, outside of the 25 page limit?

A21. This was an oversight. The response to Section IV.F. should be included in the 25 page limit.

Q22. In the capability of applicant section are you asking for background only on the lead applicant or should we provide relevant information for all partners?

A22. We are asking for background on the lead applicant.

Q23. In Q1 of the Q&A published on January 6, CEO indicated that staff and program costs would total \$425,000, with capacity building and background checks accounting for an additional \$48,750. If we are including indirect costs in our budget, as seem to be allowed by the SIF budget template, does that limit the indirect cost rate to 11.5% (\$48,750 / \$425,000)? Or does CEO consider indirect costs a part of “program costs,” and thus part of the \$8,500 maximum cost/participant?

A23. Indirect costs are considered part of the overall program costs. Applicant organizations with a federal negotiated indirect cost rate agreement (NICRA) should indicate the most recent Indirect cost rate. In the budget narrative, organizations with a NICRA should include the base on which the rate is calculated, (e.g., total direct costs, salaries and wages, or other) and provide a brief explanation, and submit a copy of the NICRA along with their application. Applicant organizations that do not have a federally negotiated indirect cost rate should indicate the rate, base, and provide a **detailed explanation** of how the indirect cost rate was derived in their budget narrative.

Q24. Can the internships be broken up into 3 sets of 6 weeks?

A24. Yes, provided that a sound rationale is given.

Q25. Attachment 4 does not appear to be with the rest of the RFP: Background Form and Organizational Capacity as well as Attachment 7: Doing Business Data Form.

A25. The RFP PDF Package includes Attachment 7: Doing Business Data Form. The full PDF Package should be downloaded here:

<http://www.nyc.gov/html/ceo/html/sif/youth.shtml>.

Attachment 4: Background Form and Organizational Capacity is a separate document that can be downloaded at the same site.

Q26. Young adults who complete their GED or get a high school diploma while in the SIF YAP are expected to transition to the next appropriate educational setting. Usually that would mean college or advanced training. Since college classes and training programs begin classes at set times, there may often be a number of months between when a SIF YAP participant gets a GED or a high school diploma and when s/he would be able to the advance to the next appropriate educational setting. What constitutes continued education in such a circumstance?

A26. For young adults who are transitioning to college, college prep work and filling out admission and financial aid forms would be considered an appropriate next step. For participants who are transitioning to advanced training, identifying the appropriate training course(s) and career planning would be considered an appropriate next step. However, to count as a successful transition to continued education, the participants would have to actually begin the college classes or advanced training.

Q27. Can the internship be paid with grant funds at a higher rate than the minimum wage of \$7.25, for example \$8.00 per hour?

A27. Yes, as long as there is a sound rationale to do so and the higher wages fit within the proposed budget.

Q28. In cities where more than one provider is expected to receive a sub-grant (New York and Kansas City specifically) can an organization apply for the entire expected funding allocation?

A28. As referenced in the RFP, the Mayor's Fund anticipates selecting up to two providers in Kansas City and up to three providers in New York. An applicant may propose to serve more participants if there is a sound rationale to do so.

Q29. Can youth that meet the eligibility requirements, have been out of school and unemployed for at least 6 months, be enrolled in a High School credit retrieval program that leads to a high school diploma and be included as a positive outcome?

A29. Yes, that would be considered a positive outcome.

Q30. In New York City, are students enrolled in Department of Education "Transfer Schools," eligible for this program? These programs serve over age, under-credited kids that either have previously dropped out or are on the verge of dropping out.

A30. No. Students currently enrolled in any school are not eligible for this program.