

WIOAB 7-16

Change #1

DATE: October 26, 2016
TO: All WIOA Youth RFP Subrecipients
FROM: Laurel McMahan, Program Manager
Administrative Services Division
SUBJECT: Youth RFP Project Guidance

Recently, the Idaho Division of Purchasing (DOP) awarded the Idaho Department of Labor's Workforce Services Division, Regions 1 through 6, the contract to provide specific service elements for out-of-school youth as identified by the state's Youth Committee and Workforce Development Council.

This procurement was specifically established for four youth service elements under the Workforce Innovation and Opportunity Act, and include the following:

- a) Work-based Training, which includes Work Experience (WE), On-the-Job Training (OJT), Internships, Job Shadowing and Summer youth employment (Activities 43,44,48,49 & 53);
- b) Adult Mentoring, which includes academic and employment mentoring (Activities 37 and 47);
- c) Leadership opportunities, which are incorporated into the Work-Based Training elements; and
- d) Supportive Services.

The contract from DOP incorporates each of your region's proposals to form the foundation for performance and outcomes under this award. The Idaho Department of Labor Administrative Services Division Grants Management Unit (GMU) will oversee the administration and monitor this grant the same as with other grants.

Because this is a separate funding source awarded for specific Out-of-School Youth activities, unique data-entry is necessary for participant reporting:

- Work-Based Training and Mentoring – Select Participant Group/Project code "825 – Out-of-School Youth RFP" when entering any work based training/mentoring service and when writing vouchers.
- Leadership – This element is embedded in work-based learning and automatically reported; no separate service entry is required in IdahoWorks. Career Planners should be reminded of the requirement to incorporate leadership opportunities in all work-based learning.
- Supportive Services – Since this element is not a separate service option in IdahoWorks, no separate service entry is required. Career planners should apply the appropriate project code when completing a supportive service form: when supportive service is provided in conjunction with an element of the Youth RFP, (Work Experience/OJT/Internship/Job Shadowing, summer employment, or Mentoring), use project code "825"; when supportive service is related to an

element that is not part of the Youth RFP, such as occupational classroom training, use project code “820”.

Staff time delivering the four elements of the Youth RFP must be tracked and reported. In addition, the US Department of Labor requires separate tracking of staff time spent supporting work-based learning. Therefore, two time codes (see below) were developed for staff of each region to use while delivering these four elements to Out-of-School Youth.

Time Code	Service Delivery Area	Cost Centers
319825	WIOA Area 1 Youth RFP Work-Based Learning	60, 90, 340, 360, 390
319826	WIOA Area 1 Youth RFP Non-Work-Based	60, 90, 340, 360, 390
329825	WIOA Area 2 Youth RFP Work-Based Learning	120, 170, 210, 240
329826	WIOA Area 2 Youth RFP Non-Work-Based	120, 170, 210, 240
339825	WIOA Area 3 Youth RFP Work-Based Learning	20, 30, 40, 80, 110, 190, 250
339826	WIOA Area 3 Youth RFP Non-Work-Based	20, 30, 40, 80, 110, 190, 250
349825	WIOA Area 4 Youth RFP Work-Based Learning	50, 150, 370
349826	WIOA Area 4 Youth RFP Non-Work-Based	50, 150, 370
359825	WIOA Area 5 Youth RFP Work-Based Learning	10, 270
359826	WIOA Area 5 Youth RFP Non-Work-Based	10, 270
369825	WIOA Area 6 Youth RFP Work-Based Learning	130, 310, 350
369826	WIOA Area 6 Youth RFP Non-Work-Based	130, 310, 350

The Participant Group/Project code “825” and staff time codes were available for use effective October 1, 2016. *Effective October 30, 2016, only the Participant Group/ Project code “825” should be used when enrolling an Out-of-School participant in work-based learning or mentoring activities/services.*

For Out-of-School participant records currently active in a “820” Participant Group work-based learning or mentoring activity/service, the career planner must: a) end participation in the activity/service effective no later than October 30, 2016, and de-obligate; and, b) enroll the participant in the same activity using Participant Group “825”, effective the following date, and establish necessary budget.

*Please note that any **In-School** youth currently in the activities targeted by the RFP must remain under the “830” Participant Group.*

By assigning a unique project identifier and time codes as described above, the accounting system will provide a separate budget record and the typical reporting of staff and participant expenditures on the WIOA 12B report, with the exception of supportive services. To provide reports accurately including supportive services, accounting staff will provide the GMU with a monthly ad hoc report identifying supportive service costs attributable to the Youth RFP vs. supportive service costs attributable to Youth formula funds. Accounting will also provide a report of expenditures for each work-based element and the mentoring element. Details from these ad hoc reports will be included in the GMU’s monthly financial reports to area managers and administrative staff. Since each SDA proposed unique staff/participant expenditure rates and service outcomes, it is critical that appropriate staff become familiar with their region’s proposal.

In the event that an SDA’s entire funding under this award is exhausted, that SDA has the flexibility to utilize any unspent WIOA Youth funds available under its base formula contract to continue delivery of these activities/services. If this option is chosen, the SDA must obtain Area Manager’s approval, notify the GMU for a contract modification, and continue to use the time and project codes listed in this bulletin when providing the activities/services of the four youth elements identified in the Youth RFP.

If you have any questions, please contact the Grants Management Unit.