

**DATE:** October 3, 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 must be incorporated into any of the activities listed under a) above and a separate Leadership service must be entered into IdahoWorks; &
- 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 funding source designed for specific activities, a new Participant Group (IdahoWorks)/Project code (WIOA 04) is necessary. For the activities/services of the four youth service elements noted above, the Participant Group/Project code 825 – Out-of-School Youth RFP will be used. Staff time for these same activities/services must also be tracked separately. New time codes (see below) were developed for staff of each region to use while working on any of the activities/services of the four youth service elements.

Time Code	Service Delivery Area	Cost Centers
319825	WIOA Area 1 Youth RFP	60, 90, 340, 360
329825	WIOA Area 2 Youth RFP	120, 170, 210, 240
339825	WIOA Area 3 Youth RFP	20, 30, 40, 80, 110, 190, 250
349825	WIOA Area 4 Youth RFP	50, 150, 370
359825	WIOA Area 5 Youth RFP	10, 270
369825	WIOA Area 6 Youth RFP	130, 310, 350

The effective date for both the Participant Group/Project code and staff time codes is October 1, 2016.

Any Out-of-School participant currently in any of the activities/services of the four youth elements listed above must be exited from 820 Participant Group in IdahoWorks effective 9/30/16 and enrolled in the same activity using Participant Group 825, effective 10/1/2016. For the remainder of the program year (October 1, 2016 through June 30, 2017), only Participant Group 825 should be used when enrolling an Out-of-School participant in any of the activities/services identified above. *Please note that any **In-School** youth currently in the activities targeted by the RFP must remain under the 820 Participant Group.*

Each service delivery area (SDA) will have a separate budget record to ensure tracking and monitoring of expenditures for compliance with the RFP throughout the year. 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 approval, notify the GMU 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.