

PY07 RFP Technical Assistance Conferences

Concord Technical Assistance 9 am Monday, 12/11/2006

Attendees:

Penny O'Connor, Tobey School, 45 S. Fruit St, Concord, NH 03301, poconnor@dhhs.state.nh.us
Gary Steinbach, Winnisquam Regional H.S., Tilton, NH 03276 gsteinbach@wrdsau59.org
Mike Androlewcz, 221 Laurel Rd Ste 100, Vorhees, NJ 08035, mja@edu.mgt.com
Cathryn Baird, CARES Sugar River Valley Tech, 243 North Main St, Newport, NH 03773
cbaird@newport.k12.nh.us
Judy Fournier, Hillsboro Adult Learner Services, hillsboroadulted@hotmail.com
Linda Simmons, NH-JAG lsimmons@nh-jag.org
Priscilla Parisien, NH-JAG pparisien@nh-jag.org
Ruth Hayne, CARES – SRVTC, 243 N Main St. rhayne@newport.k12.nh.us
Linda Graham, SAU39 P.O. Box 7190 Hillsboro NH lgrahamnh@yahoo.com
Carol Conforti-Adams, Sunset Hill Educational Inst., P.O. Box 435 So Sutton NH
ccadams@iamnow.net
Pat Vaicaitis, Sunset Hill Ed. Inst. P.O. Box 435, So Sutton NH Wtrose11@cox.net
Dr Nancy Winterbottom, Newmarket School to Career Partnership, 213 S. Main St, Newmarket,
NH 03857 winterbottom@newmarket.k12.nh.us
Patricia Prescott, Franklin High School, 115 Central St, Franklin, NH 03235
pprescott@franklin.k12.nh.us

Questions:

Is curriculum available for the CASAS competencies?

Yes, you can buy CASAS curriculum, or use other sources. CASAS curriculum is driven by work and life skills.

Is an Adult Diploma program considered an In-school or Out-of-School youth program?

If a youth is connected to an educational entity at the point of intake they are in-school youth. If the youth enrolls in the adult diploma program after being certified eligible and weren't enrolled in any educational entity, they are an out-of-school youth.

Can the Certificate of Good Standing and Evidence of Bonding be deferred?

Yes, they can go with the proposal or at the point of award. Including them with the proposal expedites the award.

What is a Certificate of Good Standing?

It is a form issued by the Secretary of State that indicates your organization is in good standing to do business in New Hampshire.

If we are serving Out-of-School Youth, what kind of programs can a student who dropped out of high school participate in?

They are provided the services as identified in the Request for Proposal, specifically page 21 that identifies the minimum program expectations and weekly time instructional components.

Training courses can be up to students' interests, but how will we know what they're interested in if we haven't met them yet?

Out-of-school youth programs traditionally recruit for specific occupational areas that employer(s) have made a commitment to hire as a result of training. As a back up, coursework available at local colleges, such as the Community Technical College, may be an option for occupational training to respond to individual choice.

Can you explain what is meant by training providers being licensed by the appropriate board?

It used to be that training providers had to be licensed by the Post Secondary Education Board, but it's changed because some trainers are not licensed that way. For example, cosmetology and nursing programs are licensed differently. If a training program is not licensed by an appropriate board, then WIA funds cannot pay for that training.

Can you explain eligibility guidelines?

To be in a WIA Youth program, the student must be economically disadvantaged and possess one of several barriers. The eligibility guidelines are based on family household income. There are family household income guidelines. For example, a family of four in Rockingham, Strafford or Hillsborough Counties must earn less than \$13,505 in a 6 month period prior to application start date. In other NH counties, the income limit for a family of 4 is \$11,090. There are some exceptions. For example, we often serve individuals with disabilities – they are considered a family of 1, but the student must still fall within the income guidelines based on their own individual income in the last six months. For purposes of eligibility, a family is defined as those individuals living in the same house that are related by blood, marriage or a court decree. If a parent is living with a non-family member that person's income is not counted for eligibility. If youth are living with their grandparents', their grandparents' income is counted.

How can we access the CASAS test instrument?

Visit www.casas.org or contact me and we will let you review copies of the materials in our office. After someone has gone through CASAS training, programs can purchase the materials directly from CASAS.

In housing for eligibility, what if a participant is living with friends, not their parents?

That varies with the situation. If they are 21, bouncing from couch to couch, their parents don't claim them on their taxes, the student is living on their own.

What if the youth is 16?

It depends on who is responsible legally. Do the parents claim them on their taxes? No two situations are alike. If they have a disagreement and need a 'cool off' period away from their parents, they may be considered on their own or as part of the family. It is looked at on a case-by-case basis.

Can you give a ballpark figure on per student cost in a proposal?

It varies statewide depending on in-school and out-of-school program. NH has higher per student cost than other states. The lower the cost, the better. School districts can partner with VR, WIA Adult or the adult system to address a specific gap. Perhaps employers are willing to pay to recruit for their special needs?

Is there a minimum number of students contracted to serve?

No, but if a proposal is for 10 students served for \$100,000, it probably won't get funded. A proposal to serve 5 youth for \$10,000 would be seriously considered. It's based on what you're looking to do.

If a youth is at Adult Ed and going for their GED or diploma, would they be OSY or ISY?

ISY – they are connected with an educational entity at time of application.

Are dropouts or someone having a GED an OSY? Can a program serve someone with a high school diploma and be an OSY?

Students with a GED or high school diploma are not necessarily an out-of-school youth. If they are enrolled in college remedial program, they would be an in-school youth.

Can we recruit participants to send to Adult Ed?

Yes.

Is that a goal?

The goal is to prepare students for the workforce. If they do not have their high school diploma or GED, we need to develop strategies to help them get their high school diploma or GED as well as preparing them for the workforce through pre-employment and work maturity competency instruction as well as specific occupational training.

Manchester Technical Assistance 1:30 Monday, 12/12/06

Attendees:

- Tony Wray, 45 Carter Dr., Framingham MA tony@levywray.com
- Meghan Haughey, 40 Pine St., Manchester, NH mhaughey@snhs.org
- Kimberly Bavaro36 Tsiennedo Rd., Derry kbavaro@vrteachers.org
- Kristie Conrad, Rockingham Community Action, 100 Campus Dr. Portsmouth, NH 03801 adulthoodeducation@rcaction.org
- Cindy Kuehl, 1000 Elm St., Manchester, NH 03101 ckuehl@blendedsolutions.net
- William Foye, 4 Pinkerton St, Derry, NH 03038, wfoye@pinkertonacademy.org
- Tara Veit, 40 Commercial St. Manchester, NH 03101 taraacs@hotmail.com
- Judith Raskin, 549 First NH Turnpike, Northwood, NH, jraskin@sau44.org
- Sheila M Brisson, Manchester School District, 286 Commercial St. Manchester, NH 03101 sbrisson@mansd.org
- Tom Burke, 134 FMRHS Rd, Langdon, NH 03602 tbutke@sau60.org
- Debra S Pilvelis, One Olesen Rd, Derry, NH 03038 Deb81157@yahoo.com
- Ginny Mahan, Manchester School District, 286 Commercial St Manchester, NH 03101 gmahan@mansd.org

Questions:

How should we write proposals for different sites in the same region?

You don't need to do a separate proposal, but you need to include the different unique needs of each site.

If a proposal is for multiple sites in the same region, how does that effect page limits?

The limit is 9 pages per site.

We can't do ongoing recruitment?

Ideally recruitment should be completed by June 30 in that students need a year of training. However, if you have not met your enrollment goals, recruitment may continue until September 30 without financial impact. Students are expected to have a year of training at minimum.

Are there no exceptions for the homeless?

That depends on the definition of homeless and age. Youth 19-21, who are responsible for themselves are probably income eligible if they are homeless. If they are 16 and the family lives in a shelter, they are probably eligible. If they are 16 and couch surfing it's a grey area especially if parents have legal custody. (?) It varies with age and circumstance. It's a case-by-case basis.

If you ask for too much money will they cut it?

Varies; they may or if perceived unrealistic, it will significantly hurt the points in that area and potentially result in proposal being unfunded.

Should a proposal say Manchester based versus Manchester West High School?

It depends – some programs have more than one site. Show need by site and/or community. It is encouraged to reflect in your proposal where the students are coming from. It is unlikely that Manchester West would be serving Manchester Central or Manchester Memorial in a day in-school youth program.

What is the limit that a community-based work experience is funded to?

Minimum wage for the summer period for no more than 40 hours per week. You may want to build in potential for either federal or state minimum wage increase for PY08. Also keep in mind that neighboring states have a higher minimum wage if your site is on the border.

With the matching funds, what comprises 15%? If we got \$100,000 and the total program cost is 115,000? Can in-kind funds be administrative?

Matching funds can be through program or administrative costs as well as hard dollar contributions.

What is meant that the training program must be accredited? MacIntosh College is not accredited?

Licensing by the appropriate oversight group. For example, nursing programs are overseen by the Nursing Board. The Penn Career Schools is accredited by a regional accreditation board.

Can we take 14 year-old students in the program?

Yes. But in effect, 14 year-olds will have a minimum of 3 years of training due to performance measures unless the student completes an approved certificate program.

What if a youth moves out of state, what is the impact on performance measures?

It depends on the performance measure. In some measures that would be a negative, in others it might not depending on the youth of the age and what they were doing such as enrolled in high school. If they are a younger youth and remain in school in new school, they are removed from

younger youth diploma and younger youth retention. However, they would be a negative for all youth placement.

How can we estimate the number of students to serve?

You can find some information through local school districts – the special education department and administration can provide you with how many students have failed one or more courses. Are there group homes in the area? How many youth are coming out of YDC? Local welfare offices can provide some insights how many pregnant and parenting youth are in their system. The food stamp program sends out letters detailing programs to their constituents. You can talk to the school nurse and or alternative education programs. If you know your local community, addresses can sometimes be a resource. Find out who has excessive absenteeism, talk to the substance abuse counselor. Contact your local soup kitchen or shelter to find out who's homeless. Use Kids Count data and community needs assessments. Talk to public housing officials regarding their housing population and potential for referrals.

Only 2.5% youth can be over income?

Yes, they need to meet all other guidelines and this pertains only to out-of-school youth.

If submitting a multi-site proposal do we need to set a minimum enrollment?

Yes, per site.

If a student wants to go into cosmetology but doesn't have the funds, can we pay for it?

Yes, if the student is an out-of-school youth. If they are an in-school youth enrolled in high school, we would need to look at local options such as Manchester School of Technology.

Can the proposal exceed the average cost per student?

Yes, we are looking to responding to their needs and providing training. Will schools give assistance? How old is the student? If over 18, could partner with WIA Adult (CAP). If they have a disability, could partner with VR. There are foster care funds - \$5000 a year for 4 years. WIA would pay for the case management, etc. However, proposals that are able to blend and weave a multitude of funding sources will have a lower cost per and better scores for funding.

Could you give us an idea of the average grant and number of participants?

Average ISY is \$100,000 serving 25-30 students. The average OSY is \$125,000 serving 25 students.

Who is currently funded?

JAG-NH at Manchester Memorial and West, My Turn at Manchester Central and Nashua North and South, NH-JAG at the Tech College in Manchester, and SNHS at a storefront on Merrimack St in Manchester. On the Seacoast there is Project Pride/Farmington School District in Rochester, Dover Aspire and 2 other programs that were 1 year – Farmington and Exeter. In the North country NH-JAG is at the Tech Colleges at Laconia and Berlin and in school at Woodsville and Berlin High. For Cheshire, Sullivan and Merrimack counties there is Sugar River Valley Regional Tech Center, Franklin High School and NH-JAG at Merrimack Valley High School.

If the school district writes a proposal they will be competing potentially with NH-JAG and My Turn, why would someone create a new program?

Perhaps a different audience or different needs such as incarcerated youth focus rather than traditional high school students.

If a new program gets funded, does that mean a current program doesn't?

Yes, but you shouldn't be discouraged – parts of Hillsborough County are not being served.

Other than co-enrollment with Adult WIA, how can we find occupational skill training dollars?

Employer match, Vocational Rehabilitation, foster care, Pell grants, various grants and foundations.

Littleton Technical Assistance 9:30 Tuesday, 12/12/06

Attendees:

Jan Cole, Rivendell Interstate School District jcole@rivendellschool.org

Nancy Hall, Rivendell Academy nhall@rivendellschool.org

Kim O'Connor, SAU 35 K.oconnor@sau35.org

Questions:

For the in-school youth tutoring requirement, when and how does this occur:

This may occur during specific class period for the program, before school, after school, during lunch hour or through various forms of class pull-out programming. Delivery of the tutoring component may be through contractor staff instruction and tutoring, peer-to-peer tutoring, specific tutor hired for tutoring, securing additional instruction from school classroom staff, college or community tutors, and/or computerized instructional tutoring.

Where would one locate information on model programs?

The National Youth Employment Coalition recognizes outstanding youth employment programs with the PEPNET award. Descriptions of model winning programs can be found at www.nyec.org and then clicking the PEPNET button.

The National Dropout Prevention Center at Clemson University recognizes outstanding dropout prevention programs with their "Reach for the Star" award. Their web site identifies winning programs and includes a brief description and contact information at <http://www.dropoutprevention.org>

How much money is available? How many programs are expected to be funded?

With annual reduced funding of 1 to 10% funding, we're projecting approximately \$1.5M per year for funding of WIA Youth programs. We currently fund eleven dropout prevention programs and six dropout recovery programs in the state and anticipate similar numbers of sites and students served in PY07.

Portsmouth Technical Assistance 1:30 Wednesday, 12/13/06

Attendees:

Patricia Ballantyne, Newmarket, NH ballantynep@newmarket.k12.nh.us

Kathy Condon, 33 Hanson St, Rochester, NH projectpride@metrocast.com

Jenn Demers, 40 Hampshire Circle, Dover, NH jennifer@doverhousingauthority.org

Jill Conlon, 156 Main St, Brockton, MA, jconlon@my-turn.org

Martha Norton, 156 Main St, Brockton, MA mnorton@my-turn.org

Sarah Brock, 1145 Sagamore Ave, Portsmouth, NH sbrock@smhc-nh.org

Questions:

When we solicit partners is it alright to make a list and get 4 or 5 letters of support?

Definitely get letters of support that reflect what the partner will bring to the table for they are important. A list of partners is fine, but we need details.

What is the operational capacity?

What is your organization's experience in serving youth and this particular audience? What are your prior outcomes in serving youth? Who is the staff to be hired within this contract? We need at minimum their job descriptions. If staff exists, their resumes need to be included. Where will the program be delivered? Are the site(s) handicapped accessible? As a result of award, what are the performance goals you anticipate to achieve? How will you use information and data to continuously improve the program?

For recruitment, are we able to use students we already have?

If students are already engaged, yes – but they need to meet eligibility and barrier requirements.

Can the program be a new component of an existing program?

Yes, but the program must include all program elements. If your program is missing one piece, do you really want to do all this work for it? For example, mentoring.

On page 37 of the RFP, what are the planned performance percentages?

These are set by the program, but should meet at minimum the state standards for 2006. DOL looks for continuous improvement; standards go up by about 1%. For example, earnings change increased this year from \$2150 to \$2250. It should be expected to increase to \$2260-\$2500. While this is in the program proposal, programs will be held to state standards. You must show continuous improvement, but be realistic – 100% is not realistic. The feds are not expected to establish standard for core measures until after reauthorization.