

**PY 2018 WIOA Youth RFP**  
**Questions & Answers**  
**3/26/18**

**1. Would a worker's comp audit from our insurance suffice for the audit required application?**

The audit is referencing a financial audit, not a worker's comp audit. Page 7, II. Eligible Entities, B. Minimum Requirements, 4. (listed below) discusses the audit requirements:

4. *The agency shall not have any unresolved audit findings. To alleviate the question as to whether the proposing agency has any unresolved audit findings, **the proposing agency must include as part of the proposal package the most recently completed audit.** An examination letter from the proposer's certified public accountant of a review of the proposer's financial status will not suffice for this requirement. **If the proposing agency is a newly-created entity, the proposal package must include all current (dated within two months of the proposal submission date) financial statements and a business plan as a substitution for the requirement of a final audit.***

**2. I have a newly formed business. During the meeting/conference call, you stated that entities could use a personnel agency to do payroll. Does this cover the requirement for #3 on p.7 of the RFP? I do have a financial management system, but I would like to use a personnel agency for this project, since I would have to bring on additional staff.**

The requirement on page 7 of #3 is referring to the proposing entity having an established financial management system in place to ensure effective control of and accountability for subgrant funds and other assets; this is to ensure that WIOA funds are tracked separately from other funds the entity may handle.

It is acceptable that if you bring on additional staff that you use a personnel agency to process the payroll for those staff. This would need to be included in your proposal as well as the cost of the personnel agency would need to be included in your proposed budget.

**3. Please clarify under Proposal Content, Demonstrated Experience and Ability, do the existing proposers need to complete this section.**

The Demonstrated Experience and Ability Section is for proposers who have not operated a WIOA Youth program in the Mississippi Partnership Workforce Area during the past two year. This section allows for the proposer to provide information about the proposer's experience and ability. This section will not be graded but it will be helpful for proposal reviewers when making recommendations to the Mississippi Partnership Local Workforce Board.

**4. Is there a target number of students we should include in the proposal or should we do it based on how many we think we will serve? Or based on a specific number, like 10?**

Our goal is to serve up to 20 in-school and 20 out-of-school youth in each county; however, these numbers will be dependent upon our PY 2018 WIOA Youth Funding Allocation.

**5. Do we have to follow the layout specifically? As long as we answer all RFP questions, this will be okay right?**

The Proposal should be in the following order:

- Transmittal Document {Attachment A}
- Youth Proposal Summary Form {Attachment B}
- Table of Contents
- Program Narrative - if proposing for both an in-school and out-of-school program, separate Program Narratives must be submitted
- Fiscal Narrative & Budget – if proposing for both an in-school and out-of-school program, costs must be separated {Include Attachments C, D, E, and F}
- Demonstrated Experience and Ability - optional for new proposers
- Minimum Threshold Certification & Assurances {Attachment G}

The items listed in section VII.A.1-8 a list of items the proposer should address in the Program Narrative section. This list is not all inclusive and the proposer should explain the delivery of services effectively and sufficiently. At a minimum items VII.A..1-8 should be addressed in the Program Narrative section.

**6. Can we input incentives or focus only on supportive services?**

We recommend focusing on allowable Supportive Services in the Mississippi Partnership. Incentives must have The Mississippi Partnership Workforce Board approval before being implemented and any incentives would be implemented across the whole workforce area.

**7. If an existing youth provider writes for both in-school and out-of-school programs with staff costs split between programs, will they lose the portion of funding if either program is not awarded? In other words, if one proposal is funded could the budget be amended on the remaining proposal?**

The Mississippi Partnership may negotiate any proposal if the proposal is selected for funding.

**8. How will the reimbursement be given? Will we turn in invoices to you and then you give us reimbursement?**

Proposals that are selected to receive a subgrant will submit monthly reporting worksheets to Three Rivers PDD (TRPDD) by the 7th calendar day of the month and report all WIOA expenditures for the previous month. The accrual basis of accounting should be used when reporting expenditures to TRPDD. The subgrantee will be responsible for maintaining adequate and proper documentation to support each expenditure that is reported. Subgrantees will be reimbursed monthly if the reporting worksheet is submitted on time.

**9. Will Three Rivers process the payment to the students for the internship?**

Three Rivers will not process the payroll. Three Rivers currently has an agreement with North MS Personnel Services and can negotiate an agreement for their services for a successful proposer if needed. However, the cost of the payroll processing would be an expense out for the subgrantee and should be included in your proposal. Currently the payroll fees with North MS Personnel Services:

- \$55 per employee set up charge each calendar year
- \$7.50 per check/direct deposit
- Participant Wages
- Payroll taxes

Three Rivers would be billed directly by North MS Personnel Services for the liability insurance & workers comp insurance; therefore, you shouldn't include these costs in your proposal.

For proposal purposes, you should include a statement in the proposal that you intend on utilizing the personnel agency that Three Rivers PDD has an agreement with and use the payroll processing fees above for your budget.

**10. Smart Start covers most of the same content areas as Essential Work Skills. If a participant comes to Gateway after completing Smart Start will that fully satisfy the Essential Work Skills requirement?**

All Gateway participants will be required to attend the essential job skills workshop.

**11. I know that the components are listed that will be taught for the essential job skills training, but have you determined how many hours are needed to complete the training? Also, is the curriculum available for viewing?**

Attached is the PowerPoint (without the videos because the file would be too large to email) that we are using currently in our in-school youth program. We will adapt this PowerPoint to include all Gateway participants for PY 2018. This workshop takes approximately 3-4 hours to complete.

# **ESSENTIAL JOB SKILLS POWERPOINT**

# Gateway Program



Creating Pathways For Success

# What is the Gateway Program?

- An In-School Youth Program that works with students to create a Pathway for the student to complete their education, enter the workforce, and become self-sufficient.
- It will provide Essential Job Skills training to students in the program.
- It will provide a paid work experience/job shadowing opportunity for students in the program.
- Funded by the Mississippi Partnership Local Workforce Development Board and Three Rivers Planning & Development District.

# What are Essential Job Skills?



- Employers want certain skills from all of their employees, regardless of the job the employee may be performing.
- These skills, often referred to as **Essential Job Skills**, **Employability Skills**, **Necessary Skills**, **Soft Skills**, or **Work Ethics**, are crucial for you to have in order to be a good employee.

# Essential Job Skills that will be discussed today

- ✓ Appearance/Dress
- ✓ Social Media
- ✓ Attitude & Body Language
- ✓ Attendance & Punctuality
- ✓ Communication & Following Instructions
- ✓ Problem Solving & Critical Thinking
- ✓ Financial Awareness

# APPEARANCE & DRESS

# Dress to impress

You don't get a second chance  
to make a first impression

- While on the job, look your best.
- Most employers will have a dress code that all employees are expected to follow.
- Dress codes can be for safety reasons or to maintain a professional atmosphere at the employer.
- Even if a dress code is not in place, you should avoid extremes in your appearance at work. You do not want your appearance to be a distraction to others in the workplace.

- Appearance starts with good personal grooming skills.
  - ✓ Shower or bath daily
  - ✓ Clean, neatly combed hair
  - ✓ Deodorant
  - ✓ Natural looking makeup for girls
  - ✓ Hands & Nails should be clean and well-groomed
  - ✓ Limit jewelry
  - ✓ Good oral hygiene
  - ✓ Tattoos should not be visible

# Examples of Different Dress Codes

Business Formal



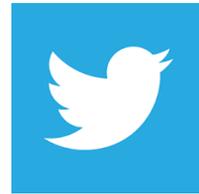
Business Casual



Casual



# SOCIAL MEDIA



# **ATTENDANCE & PUNCTUALITY**

- How many unexcused absences from work per year seems reasonable to you?
  - A. 0 – 2
  - B. 3 – 5
  - C. 6 – 8
  - D. More than 8
  
- You begin work at 8:00 a.m. Please select the most appropriate statement regarding beginning work at 8:00 a.m.
  - A. I should be clocked in before 8:01 a.m.
  - B. I should arrive at my work no later than 7:50 a.m. so I can be at my work station by 8:00 a.m. and be ready to begin work.
  - C. I should clock in then take my lunch to the breakroom . As long as I am at my work station by 8:15 a.m.

“I want  
to hire  
employees  
who are  
always  
late.”

Said no boss ever.



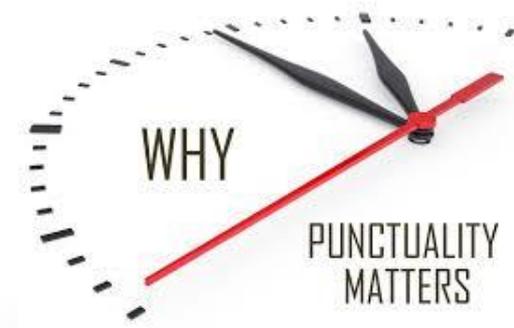
- Punctuality means being on time.
- Regular attendance and punctuality are essential duties of an employee.
- Consistent and on-time attendance is a measure of dependability.
- Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for your coworkers.
- If you are going to be late or miss work, you should notify your employer as soon as possible.



When asked about the most outrageous excuses employees have given them for being late, employers shared the following:

- I forgot it wasn't the weekend.
- I put petroleum jelly in my eyes.
- I thought Flag Day was a legal holiday.
- My pet turtle needed to visit the exotic animal clinic.
- I was cornered by a moose.
- My mother locked me in the closet.
- The pizza I ordered was late being delivered, and I had to be home to accept/pay for it.
- My dad offered to make me a grilled cheese sandwich, and I couldn't say no.

- Punctuality not only applies to arriving at work, but you should always be punctual when returning from lunch or other breaks.
- Punctuality shows that you're dedicated to the job, interested in the work and capable of handling responsibility.
- You should not take breaks longer than what is permissible by your employer.
- Lateness leads to stress and stress leads to poor job performance.



# BEING PUNCTUAL SHOWS THAT YOU...

HAVE INTEGRITY

VALUE & RESPECT  
OTHERS

VALUE  
YOURSELF



CARE

ARE RESPONSIBLE

# **GETTING ALONG WITH OTHERS & TEAMWORK**

- Getting along with others is essential for the workplace.
- Characteristic Traits include:
  - Avoiding Gossip
  - Being a Team Player
  - Having a Positive Attitude
  - Having Good Manners
  - Being Courteous
  - Having Good Communication Skills

- Teamwork involves building relationships and working with other people using a number of important skills and habits such as:



- Working cooperatively
- Contributing to groups with ideas, suggestions, and effort
- Communication (both giving and receiving)
- Sense of responsibility
- Healthy respect for different opinions, customs, and individual preferences
- Ability to participate in group decision-making





# **COMMUNICATION & FOLLOWING INSTRUCTIONS**

- Communication comes in many forms:
  - ✓ Verbal (sounds, language, and tone of voice)
  - ✓ Listening and hearing
  - ✓ Non-Verbal (facial expressions, body language, and posture)

**Communication skills are ranked FIRST among a job candidate's "must have" skills and qualities.**

# Communication

## ➤ Your Tone

- ❑ What does the tone of your voice sound like?

*“What did you say?” vs “WHAT DID YOU SAY!!!”*



## ➤ Voice Inflection

- ❑ Inflection alone can change the meaning of a sentence.

*“Excuse me.” vs “Excuuuse meee!”*

# If 7% of all Communication is Verbal, then 93% is Nonverbal

- Eye contact
- Facial expressions
- Body language
- Appearance
- Deliberate silence
- Touch
- Emphasis
- Timing
- Hand movements
- Tone of voice



# Listening Skills

## Developing Active Listening

- Don't interrupt the other person.
- Think about the purpose of the message.
- Keep your eyes on the speaker.
- Show interest in what the other person is saying.
- Signal your level of understanding to the speaker.



# Listening Skills

## Developing Active Listening

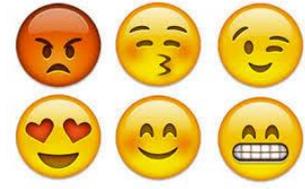
- Focus on the speaker rather than electronic devices.
- Take notes on the message.
- Listen for the conclusion of the speaker's message.
- Restate what the speaker has said in your own words.
- Ask questions if you do not understand.

- What people **SEE** is often more memorable than what they read or hear.
- Body language can express emotions, feelings, and attitudes.
- Body language may even contradict what you are saying verbally!

What you  
do speaks  
so loud  
that I  
cannot hear  
what  
you say.

Ralph Waldo Emerson

- Body language includes:



- Facial Expressions

Facial expressions convey countless emotions without saying a word.

- Eye Behavior 

The way you look at someone can communicate many things such as interest, affection, hostility, or boredom. Eye contact is also important in maintaining the flow of conversation and for assessing another person's response.

- Body Movements & Posture

The way you move and carry yourself communicates a lot of information to the world. This includes posture, bearing, stance, and subtle movements.



# Workplace: Following Instructions

- **Following a Sequence**
  - When a set of directions is given orally:
    - Take short notes.
    - Focus on the main points.
    - Number steps in order.
    - Repeat verbal instructions to show understanding.

# Workplace: Following Instructions

- **Ask questions when unsure.**
  - This means that in the workplace:
    - You need to understand what you have to do before you can do it.
    - Sometimes directions will seem unclear. You may have to ask for an explanation.
    - Asking questions when you are unsure how to proceed is an essential career soft skill.

# ATTITUDE

- A positive attitude is important for workplace success.

**A T T I T U D E**

1 + 20 + 20 + 9 + 20 + 21 + 4 + 5 = 100%

*Attitude is Everything*

Attitudes are contagious.  
Make yours worth catching.

A  
Positive Attitude  
is **Everything**

positive thoughts  
generate  
positive feelings  
and attract  
positive life  
experiences



- Positive attitude during interview includes:
  - Smiling
  - Sitting up straight
  - Making eye contact
  - Discussing training and work experiences in an upbeat manner
- Positive attitude on job includes:
  - Showing up to work on time
  - Showing interest in job
  - Willingness to listen, learn, and try new things

*“Attitude is  
a little thing that makes  
a big difference”*

– Winston Churchill

# **PROBLEM SOLVING & CRITICAL THINKING**

- Problem solving and critical thinking refers to the ability to use knowledge, facts, and data to effectively solve problems.



- This doesn't mean you need to have an immediate answer, it means you have to be able to think on your feet, assess problems and find solutions.

- Employers want employees who can work through problems on their own or as an effective member of a team.
- Ideal employees can think critically and creatively, share thoughts and opinions, use good judgment, and make decisions.
- There are no dumb questions when you are learning. This means don't be afraid to ask a question that you have a concern about.

# FINANCIAL AWARENESS



# Understanding a Pay Check

- **Gross Earnings** = Amount of earnings before any deductions (taxes)
- **Net Earnings** = Amount of earnings after deductions (taxes).....Also called “Take Home Pay”
- Taxes are a mandatory financial charge imposed by local, state, and federal government that are automatically held out of payroll checks by most employers.

- Types of Taxes Withheld from Payroll Checks

- FICA

- Social Security Tax (6.2%)
- Medicare Tax (1.45%)

- Federal Income Tax

- State Income Tax



# Pay Stub Example

## EARNINGS STATEMENT

Employee Name  
 Employee Address  
 Employee City, State Zip

MARITAL STATUS		EXEMPTIONS		SSN	EMPLOYEE ID	PAY PERIOD	PAY DATE
Single		0		XXX-XX-1234	0153447	12/17/2017 – 12/23/2017	12/29/2017
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE	
REGULAR	13.66	40.0	546.40	FICA MED TAX	7.92	411.84	
OVERTIME	0.00	0.0	0.00	FICA SS TAX	33.88	1,761.76	
HOLIDAY	0.00	0.0	0.00	FED TAX	53.39	2,776.28	
				STATE TAX	22.00	1,144.00	
YTD GROSS		YTD DEDUCTIONS		YTD NET PAY	CURRENT GROSS	CURRENT DEDUCTIONS	NET PAY
\$28,412.80		\$6,093.88		\$22,318.92	\$546.40	\$117.19	\$429.21

# Budget Basics 101

*A budget is a financial plan that takes income and expenses into account and provides estimates for how much you make and spend over a given period of time.*

- Step 1: Determine your monthly income.
- Step 2: Determine your monthly expenses.
  - Fixed expenses includes costs that remain the same each month, such as car, rent, and insurance payments.
  - Flexible expenses includes costs that vary from month to month, such as utility bills and food costs. You should estimate the flexible expenses when setting up a budget.
- Step 3: Subtract your total costs from your monthly income.
- Step 4: Analysis your budget and determine if you need to make adjustments to your lifestyle.

# Budget Basics 101

Jake, along with 3 other guys, is renting a place that costs \$600 a month. They have agreed to split the rent and utility costs evenly. The electric bill averages about \$160 and the water bill averages \$40.

Jake works 40 hours a week and is paid \$13.66/hour.

*(We will use the check stub from the previous slide to determine his income.)*

Let's look at Jake's budget.

## Step 1:

Jake's Weekly Income:	\$429.21
Jake's Monthly Income:	\$1,716.84

## Step 2:

Expense	Monthly Cost
Rent	\$150.00
Car Payment	\$400.00
Car Insurance	\$125.00
Gas	\$150.00
Electricity Bill	\$40.00
Water Bill	\$10.00
Food/Household Goods	\$300.00
<b>Total Monthly Expenses</b>	<b>\$1,175.00</b>

## Step 3:

Jake's Monthly Income:	\$1,716.84
Jake's Monthly Expenses	-\$1,175.00
Over/Under Budget	\$541.84

## Step 4:

Is Jake's expenses within his income? Should Jake make adjustments to his lifestyle?

# Opening a Bank Account

- 1) Decide on which bank you want to use.
- 2) Contact bank, ask what documents you need to bring to open an account, how much money is required to open an account, and make an appointment to speak with a bank representative about opening an account.
- 3) Sit down with a bank representative to find out the types of bank accounts, fees, online banking and use of debit card.
- 4) Decide which type of account – checking and/or savings.
- 5) Ask questions about online banking option, debit card, fees.

# How to Write a Check

Your Name  
Your Address  
Anywhere, US 01234

0 100

1 DATE 07/15/07

PAY TO THE ORDER OF 2 Barb's Flower Barn

\$ 23.14 3

4 twenty three dollars and \_\_\_\_\_ 14/100 DOLLARS

FOR mom's flowers 6

5 Your signature here

00 123 \*\* 0 1234600 123 \*\* \*\*

1. **Date** - Write in the date of the check in standard month/day/year format, or write it out, "July 15, 2007."
2. **Pay to the order of.** - Fill in the name of the person or organization (payee). In this case, "Barb's Flower Barn."
3. **Dollar Amount.** - Write the full amount in standard dollars and cents format in the Dollar Box to the right of the payee.
4. **Amount (\$).** - Write the full amount of the check out in long hand and draw a line to fill in space if needed. This line keeps anyone from altering the amount of your check. Writing the amount helps to verify the amount in the dollar box and vice-versa.
5. **Signature.** - Sign your name! This shows you approve the amount on the check to be paid.
6. **Memo.** - Write the purpose of the check, such as "July rent" or "June cell phone."

