

Addendum #2
RFP LAB-20-001-LFC

Date: February 10, 2020
RFP#: LAB-20-001-LFC
Subject: Addendum to Request for Proposal # LAB-20-001-LFC to incorporate Questions and Answers

Question and Answers

Question 1: What age is youth?

Answer 1: Youth is defined in Appendix A as an individual who is between the ages of 14 and 24.

Question 2: Can a provider be a lead provider for multiple programs?

Answer 2: No. Delaware will allow organizations with multiple locations or campuses be considered separate lead providers. For example, Delaware Tech may submit proposals for each campus/center

Question 3: If an organization is a nonprofit and falls within one of the bullets lists under section III.B., second paragraph, can they apply?

Answer 3: Yes.

Question 4: Do the employers in the Phase I Applicant Group have to be in the same industry?

Answer 4: Not necessarily. However, LFCP should be developed to address in demand occupations and/or aligned to a Department of Education State Model Program of Study. Therefore, it is likely, they employers will be aligned within a common industry.

Question 5: Since the Phase I Applicant Group requires at least three employers who agree to participate in the Phase I planning process, can different state departments or divisions within departments count as separate employers?

Answer 5: Yes. Delaware will take applications that include different departments (or agencies) and/or divisions within departments. This should include no less than two different departments. For example, Department of Health and Social Services could have two different divisions participate as two employers and the third employer would need to be a separate Department such as Department of Labor.

Question 6: Does an organization who contains three separate entities organized within it meet the definition of eligible applicant? This was asked specifically by Reach Riverside who has three nonprofits under its umbrella.

Answer 6: Yes.

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Question 7: In section III.C.3, it states that \$120,000 is available for Phase I and \$380,000 is available for Phase II. Is the total amount for each award?

Answer 7: No, this is the total amount estimated for each Phase. It is anticipated that multiple Providers will receive contracts in both Phase I and II.

Question 8: If we start Phase I with three employers in the applicant group and add another employer throughout the planning process, do we make an addendum to our original proposal?

Answer 8: No. The new employer would be captured when submitting Phase II proposal in the Learning for Careers Plan under section A Key People.

Question 9: If we have a current contract with DOL, how much additional data entry will be required for this grant?

Answer 9: The procedures have not been developed yet. They will be modeled after current practices but will not be as intensive as a youth or adult program.

Question 10: What documents within the proposal need to be notarized?

Answer 10: Attachment 1 on both the Appendix B and C request notary.

Question 11: If an employer would like to contribute to wages for work experience, is this allowable and would this be considered leveraged funds regarding bonus points?

Answer 11: Yes, this is encouraged and yes this would be considered leveraged funds in bonus points.

Question 12: Can an employer pay a lower wage than usual when paying a participant for work experience?

Answer 12: The wage must be at least State of Delaware minimum wage.

Question 13: Is Appendix C – Phase 1 submission and is Appendix B -Phase 2 submission?

Answer 13: Yes

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Question 14: Once we submit our proposal for Phase I, will we have a direct contact within DOL?

Answer 14: All Providers for Phase I and II will be assigned a Contract Specialist. This will be your point of contact for the resulting agreements.

Question 15: What if after Phase I an employer or partner decides they no longer want to participate in the proposal?

Answer 15: This is something that should be communicated with your assigned contract specialist who will help determine what action, if any is needed.

Question 16: Is there an advantage to staffing the planning in-house rather than using a subcontractor?

Answer 16: No, this would be determined by the Lead Provider.

Question 17: In Phase II would transportation be considered supportive services?

Answer 17: If everyone will receive, no. There is a line item for student travel. If you are budgeting for just a couple that may need a bus pass as you anticipate this being a barrier then yes, this would be a supportive service.

Question 18: Who are the DOL funded providers?

Answer 18: Attachment A provides the current list of Adult Occupational Skills Training Providers, Summer Youth Providers, In School Youth Providers, and Out of School Youth Providers.

Question 19: Should the line item budget for Phase I include only the funding requested amount or should the line item budget include the funding requested amount as well as the cash contribution amount and in-kind amount?

Answer 19: The line item budget should include only the amount you are requesting. In Appendix B and C number 8 –“Funding” requests information about leverage funds (in kind or cash contributions).

The State of Delaware, Delaware Workforce Development Board (DWDB) and Department of Labor, Division of Employment and Training (DET) funds the below programs to provide high quality occupational skills training programs for adult career entrants or adult career changers that lead to a credential and sustainable employment in the identified in-demand occupations.

Contractor	Address	Contact Person	Email	Phone	Programs
Delaware Skills Center	500 Ships Landing Way New Castle, DE 19720	Michael Mulrooney	Michael.Mulrooney@nccvt.k12.de.us	302-576-5095	Computer Helpdesk, Networking & Mobile Device Support
					Electrical Trades
					H.V.A.C
					Licensed Practical Nursing
					Lattice Multi-Trade Industrial Training
					Welding & Fabrication
DTCC - George Campus	300 N. Orange Street Wilmington, DE 19801	Cathy Hagan-Smith	cathren.hagan-smith@dtcc.edu	302-4347-5572	Paraprofessional
					Patient Care Technician - Hemodialysis
					Patient Care Technician
DTCC - Innovation Training Center	98 Parkway Circle New Castle, DE 19720	Rodney Bailey	Rodney.Bailey@dtcc.edu	302-266-3300	General Maintenance & Repair
					H.V.A.C
DTCC - Owens Campus	21179 College Drive Georgetown, DE 19947	Hilary Valentine	Hvalent2@dtcc.edu	302-256-6386	H.V.A.C
					General Maintenance
DTCC - Stanton Campus	400 Stanton Christiana Road Newark, DE 19713	Lisa Hastings-Sheppard	lhasting@dtcc.edu	302-453-3039	Food Preparation
Polytech Adult Education	823 Walnut Shade Road Dover, DE 19901	Jeremy McEntire	Jeremy.McEntire@polytech.k12.de.us	302-697-4545	Electro Mechanical Technician
Sussex Tech	P.O Box 351 17099 County Seat Highway Georgetown, DE 19947	Kimley Hines	Kimley.Hines@sussexvt.k12.de.us	302-853-1553	Nursing Assistant Enhanced

PY 18 - 19 In School Youth Programs (7/1/2018 - 6/30/2020)

The State of Delaware, Delaware Workforce Development Board (DWDB) and Department of Labor, Division of Employment and Training (DET) funds the below programs to serve in school youth with barriers to secondary school completion, employment and post-secondary enrollment. Programs include career exploration and guidance, comprehensive guidance and counseling, continuing support for educational attainment, and opportunities for occupational skills training in in-demand industries and occupations. Programs are designed to culminate with a good job along a career pathway and/or enrollment in postsecondary education.

		New Castle County	Kent County	Sussex County
Program:	Delaware Futures			
Address:	1104 North Adams Street Wilmington, DE 19801			
Contact Person:	Dina Melchiorre			
Email Address:	Dmelchiorre@delawarefutures.org			
Phone:	302-652-8609 x 1			
Program:	Jobs for Delaware Graduates, Inc.			
Address:	381 W. North Street Dover, DE 19904			
Contact Person:	Beverly Knight-Atkins			
Email Address:	bknight@jdginc.org			
Phone:	302-734-9341			
Program:	Pathways to Success			
Address:	31 The Circle Suites A & B Georgetown, DE 19947			
Contact Person:	Fayette Blake			
Email Address:	fblake@pathways-2-success.org			
Phone:	302-381-6414			

PY 18 - 19 Out of School Youth Programs (7/1/2018 - 6/30/2020)

The State of Delaware, Delaware Workforce Development Board (DWDB) and Department of Labor, Division of Employment and Training (DET) fund the below programs to provide high quality programming for out of school youth and young adults with barriers to secondary school completion, employment, and/or and post-secondary enrollment. Programs include career exploration and guidance, comprehensive guidance and counseling, continuing support for educational attainment, opportunities for occupational skills training in in-demand industries and occupations. Programs are designed to culminate with a good job along a career pathway and/or enrollment in postsecondary education.

		New Castle County	Kent County	Sussex County
Program:	The Challenge Program			
Address:	1124 E. 7th Street Wilmington, DE 19801	X		
Contact Person:	Kimberlee Slocomb			
Email Address:	kimberlee@challengeprogram.org			
Phone:	302-655-0945			
Program:	Food Bank of Delaware			
Address:	222 Lake Drive Newark, DE 19702	X	X	X
Contact Person:	Lisa Grinnage			
Email Address:	LGrinnage@fbd.org			
Phone:	302-294-0192			
Program:	Delaware Technical Community College-Terry			
Address:	100 Campus Drive Dover, DE 19904		X	
Contact Person:	Clarence Patterson			
Email Address:	cpatter3@dtcc.edu			
Phone:	302-857-1531			
Program:	Delaware Technical Community College-Owens			
Address:	21179 College Drive Georgetown, DE 19947			X
Contact Person:	Jean Cenicola			
Email Address:	jcenicol@dtcc.edu			
Phone:	302-259-6372			
Program:	West End Neighborhood House			
Address:	710 N. Lincoln Street Wilmington, DE 19805	X		
Contact Person:	Anya Lindsey			
Email Address:	alindsey@westendnh.org			
Phone:	302-658-4171			

Delaware State Summer Youth Employment Program

Provider Information - Program Year 2019

The Division administers the SSYEP, which serves low-income youth between 14 and 21 years old by providing a paid work experience during summer months. This experience provides the opportunity to learn positive work behaviors, gain skills, promote responsibility, team work, good work ethic, and earn wages over the summer months.

AGENCY	GEOGRAPHIC AREA	ADDRESS	CONTACT	PHONE	EMAIL
City of Wilmington Parks & Recreation	City of Wilmington	500 Wilmington Avenue, Wilmington DE 19801	Ed Correa	302-576-3849	ecorrea@wilmingtonde.gov
New Castle County Department of Com Svc	City of Wilmington	77 Reads Way, Gilliam Building New Castle DE 19720	LaToya Rodriquez	302-395-5640	LaToya.Rodriguez@newcastlede.gov
Latin American Community Center	City of Wilmington	403 North Van Buren Street, Wilmington DE 19805	Wanda Burgos-Rincon	302-655-7338	WBurgos-Rincon@thelatincenter.org
Boys & Girls Clubs of Delaware	City of Wilmington	669 S. Union Street, Wilmington DE. 19805	Sarah Hutton	302-658-1870	shutton@bgclubs.org
New Castle County Department of Com Svc	Suburban NCC	77 Reads Way, Gilliam Building New Castle DE 19720	LaToya Rodriquez	302-395-5640	LaToya.Rodriguez@newcastlede.gov
Delcastle Technical High School	Suburban NCC	1417 Newport Rd, Wilmington DE 19804	Charley Hackett	302-995-8134	charles.hackett@nccvt.k12.de.us
First State Community Action Agency, Inc	Kent County	655 S. Bay Rd., Suite 4J Dover, DE 19901	Dr. Sandi Hagans-Morris	302-856-7761	shagans-morris@firststatecaa.org
Boys & Girls Clubs of Delaware	Kent County	669 S. Union Street, Wilmington DE. 19805	Sarah Hutton	302-658-1870	shutton@bgclubs.org
First State Community Action Agency, Inc	Sussex County	308 North Railroad Ave, Georgetown DE 19947	Dr. Sandi Hagans-Morris	302-856-7761	shagans-morris@firststatecaa.org
Boys & Girls Clubs of Delaware	Sussex County	669 S. Union Street, Wilmington DE. 19805	Sarah Hutton	302-658-1870	shutton@bgclubs.org