



**Real Skills for Youth Grant Solicitation  
Pre-Proposal Conference  
Wednesday, August 29, 2022  
Frequently Asked Questions (FINAL)**

- 1. Does each proposal have to include all three major elements of programming: career exploration, work-readiness training, and work-based learning?**  
Work-readiness training must be a mandatory component of your proposal. You may choose to implement either career exploration programming or work-based programming.
- 2. The work-based learning component includes an eighty (80) hour minimum participation requirement; is there a minimum requirement for participation hours for other programming?**  
No, the length of programming outside of work-based learning is up to the partnership to decide.
- 3. May the required eighty (80) hours of work-based learning include work-readiness training or is the 80-hour requirement separate from that?**  
The 80-hour requirement can include work-readiness training.
- 4. The solicitation (on page 11) talks about applicants being able to include up to 120 hours in their budgets regarding work-based learning. Is the 120-hour maximum per student or for the duration of the program? Does this mean that work-based learning programming cannot be longer than 120 hours?**  
Applicants may include youth wages for a maximum of 120 hours in their budgets, however applicants are strongly encouraged to leverage funds to cover some of the wage costs due to limited availability of funds. This limit is specifically for budgeting purposes: work-based learning activities must be no less than 80 hours and no more than 120 hours.
- 5. For current Real Skills for Youth awardees who have year-round funding, is it permissible to prepare students for future summer work during year-round programming now?**  
If such activities are contemplated in a grantee's current scope of work under their RSFY grant, such activities would be permissible. If this is the case, proposals should articulate how participants are being prepared now for summer activities.
- 6. Is there a mandatory adult to youth ration?**  
There is no mandatory adult to youth participant ratio; staffing must be reasonable to provide adequate supervision and mentoring to participants. Staffing plans must be articulated in proposals using Appendix C, 'Staffing Plan'.
- 7. Can applicants propose different participant cohorts under the same proposal? For example, can applicants propose that twenty-year-old and fourteen-year-olds would be engaged in different activities?**  
As appropriate, activities should be differentiated for age, skills, and experience. For example, programs for younger youth aged 12-15 may want to focus on career exploration, work readiness and/or **work-based learning supported in the classroom**. Older youth aged 16-24 may be better served through work-based learning opportunities with direct employer engagement to gain real world experience like in an internship. Applicants must explain the differences in programming in their proposal.

**8. The stated age range for paid summer work-based learning is 14-24. Can we serve a target age within that limit, or do we need to include all ages between 14 and 24?**

These ages represent the lower and upper limits. Programming can be directed toward whatever ages within that limit for paid summer work-based learning (example, only 15 to 18-year-olds); applicants should articulate this in their proposal.

**9. For participants under 14 years old, should applicants focus on career exploration?**

Career exploration is a great activity for younger students. Most Real Skills for Youth funds will be dedicated towards paid summer work-based learning opportunities for youth ages 14-24, however career exploration for younger youth is certainly allowable in a proposal and it is a recommended type of programming for a youth participant under 14 years old.

**10. Our organization meets the criteria for an industry representative and a youth-serving representative. Can we apply as one organization meeting both roles?**

A lead applicant may apply as meeting both roles of industry representative and youth-serving organization if the proposal clearly demonstrates how the organization represents two distinct roles serving youth and industry.

**11. Are there requirements for the recruitment and enrollment process; for example, should we recruit participants from youth centers or use a specific enrollment form?**

There are no required enrollment forms. Partnerships should ensure that enrollment forms collect all required information to ensure eligibility and for reporting participant data to the GWB, and to include parent signatures for acknowledgement that data will be shared with funders. Applicants are not required to partner with youth centers for enrollment, though they are encouraged as partners given the large number of youths signing up for summer work-based learning opportunities at those locations.

**12. Is there a limit to how many proposals one organization can join?**

There is no limit, however proposals should demonstrate how that organization contributes to each partnership, and how the organization will ensure that it has enough capacity to partner in each case.

**13. Page 12 of the grant solicitation mentions that employers should sign a worksite agreement outlining expectations. Can you provide a template of a worksite agreement?**

There is no required template, however the grant solicitation on page 12 outlines responsibilities of employers which should be included in this agreement. Current Real Skills awardees are a great resource for examples of this.

**14. Will youth be required to obtain work permits and fill out certain tax forms if paid by stipend?**

Youth ages 14 and 15 do need a [Special Limited Permit to Work](#) to be employed and receive wages. However, if youth aged 14-15 are participating in an educational program that provides them with a classroom-based experience (ex. industry project, service-learning project, school-based enterprise) and they are receiving a stipend and not wages, they are not required to have work permits. Regarding tax paperwork, providers are responsible for ensuring that youth have the proper paperwork needed to receive payment. Youth centers have managed eligibility and payment processes in the past, and we encourage applicants to use them as a source of expertise.

**15. How does income from the Real Skills for Youth Program affect family social assistance benefits? We hear of youth not participating because of concerns that their income will affect their family's benefits.**

The below information describes the treatment of income earned by youth for the RI Works cash assistance program and the Supplemental Nutrition Assistance Program (SNAP). Additional questions should be directed to the RI Department of Human Services.

**Updated 09.26.22**

For the [RI Works Program](#):

218-RICR-20-00-2.15.5 INCOME DISREGARDS

REV: 05/2019

For applicants and recipients, net adjusted income equals the total of any unearned income plus any amount remaining from earned income after deducting the earned income disregards and any allowable dependent care disregards. This amount must be less than the appropriate cash assistance standard for financial eligibility to exist.

Exclusion of Earned Income of a Dependent Child

Disregard all the monthly earned income of each dependent child from the assistance unit's income.

For the [Supplemental Nutrition Assistance Program](#):

218-RICR-20-00-1.5.3(14) Earnings of Children

REV: 05/2019

Disregard the earned income of children who are members of the household if they are elementary or high school students at least half-time and are not yet eighteen (18) years of age. Their income is also excluded during temporary interruptions in school attendance due to semester or vacation breaks, provided the child's enrollment will resume following the break. If the child's earnings or the amount of work performed cannot be differentiated from that of the other household members, the total earnings must be prorated equally among the working members and the child's pro-rata share excluded. Individuals are considered children for this exclusion if they are under eighteen and under the parental control of another household member.

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**16. Can partnerships provide stipends to participants for career exploration activities?**

Yes.

**17. If choosing to pay summer work-based learning participants by stipend, is there additional guidance in terms of equivalent hourly payment or minimum payment over a length of time?**

Additional guidance in terms of work-based learning can be found in the [GWB Work-Based Learning Guidance](#) and applicants can contact the GWB to discuss further. Please note that any youth participants earning wages must be paid no less than \$13 per hour.

**18. Is there a funding limit per proposal?**

Budgets will be examined as part of the evaluation process and final decisions will be based on available funding and the nature of request submitted.

**19. Is there a limit to administrative/staff costs in the proposal budget?**

The expectation is that most funds would go toward direct provision of services to youth (including wages and stipends) and not toward capacity-building or administrative costs. This will be examined during the evaluation process.

**20. Can Real Jobs RI partnerships apply to this grant solicitation if they want to engage in youth work?**

Existing Real Jobs RI partnerships interested in this initiative are encouraged to work with their Program Coordinators to determine whether it is appropriate to respond to this solicitation.

**21. In the evaluation process, will employer connections with Real Jobs Rhode Island partnerships be scored higher than connections with non-Real Jobs industries or employers?**

There are no added “points” for connections to Real Jobs partnerships. Proposals will be evaluated on their quality, which includes the presence of industry/employer representation to provide demand-driven programming that align with GWB’s priority sectors.

**22. In the evaluation process, will preference be given to proposals that offer high school or college credit to participants?**

No.

**23. After the program is complete, will the GWB provide a standardized evaluation for all partnerships to use with participants?**

Applicants should provide qualitative and quantitative outcomes for their programming and provide a thorough plan for quality assessment throughout the program. Proposals must explain how they will collect and analyze that data to gauge progress toward those outcomes and what the plan is for gathering youth and employer feedback in real time. The GWB will provide a standardized survey for youth participants and will measure youth participant skill gains, in addition to program and narrative reports from awardees.

**24. Can the lead applicant or fiscal agent be an individual person? Can the entity responsible for payroll be an individual person?**

No, individuals are not eligible to apply for the Real Skills for Youth grant, and payroll must be supported by an organization, not an individual.

**25. Can a budget include staff costs incurred before student activities? For example, if student activities will happen during the academic year only, can the budget include staff costs during the summer to prepare?**

That is permissible, and applicants must justify this in their proposals.

**26. If we are a Real Skills for Youth awardee for 2021-22 and are re-applying for 2022-23, can we propose different partners from last year for this proposal?**

Yes, applicants can propose any partners that they feel are appropriate if the proposal meets the requirements for representation from education and industry. Returning applicants must describe how proposed partners and activities build off the previous work and lessons learned.

**27. Are there margin/spacing requirements for the proposal?**

The Proposal Narrative must use at least 12-point font, at least 1.5 spacing, and page numbers, and be no more than 19.5 pages long, not counting charts and calendars. Citations for specific data points should be included within the narrative as footnotes; no works cited page is required. **The prescribed cover sheet must be the first page of the proposal.**

**28. How do we hand in our proposals? How many copies do you need?**

Applications must be electronically sent to the Real Skills for Youth mailbox [dlt.realskillsforyouth@dlt.ri.gov](mailto:dlt.realskillsforyouth@dlt.ri.gov) no later than September 30<sup>th</sup>, 2022, by 4pm, EST. Applications must be in PDF format and budgets must be submitted in the format required. If your application is done prior to September 30<sup>th</sup>, 2022, please feel free to send your application to the email box.

**29. Do we need to write a proposal that spans 3 years?**

No, applicants must write a proposal for programming held over the course of up to one year (January 1, 2023-December 31, 2023). There is a section in the proposal narrative where applicants can explain what the long-term vision is if given the opportunity to renew the contract for an additional two years. **This determination will be at the sole discretion of the GWB.**

**Updated 09.26.22**

**30. Can youth participants submit electronic timesheets.**

Yes.

**31. How do we differentiate performance targets for summer versus year-round activities in the charts provided?**

There are sections on the charts that ask the applicant to identify the start and end dates of activities. This will identify the difference between programming being held in the summer versus programming that is year-round.

**32. Can a youth participant receive combination of either a stipend or wages and some sort of academic credit for career exploration?**

Yes.

**33. How will partnerships be awarded additional funds if their contracts are extended beyond the initial year?**

Funds will be initially awarded for up to one year. Should a partnership be extended to up to two years, the GWB will work with partnerships to award additional funds.

**34. Can the required training for health, safety and rights on the job be held before programming is in session?**

Yes, applicants must outline the timing in their proposals. **GWB will arrange for this training to be provided; applicants need not include details for this in their proposal, but awardees will be required to coordinate with the provider for this training.**

**35. If we want to propose multiple activities, should we submit multiple proposals or include them all in one proposal?**

Applicants should submit one proposal, and proposals can include multiple activities. Please refer to the solicitation for more information and use the charts to outline all proposed activities as a required supplement to your written narrative.

**36. Do non-profit agencies need to have taxation letter of good standing?**

A Letter of Good Standing **is still required for a non-profit** – ([Letters of Good Standing | RI Division of Taxation](#)). Other entities should inquire with the Division of Taxation to see if a letter is required. If they are exempt, they should explain why a Letter was not deemed required and include the explanation in their proposal. **A certificate of good standing issued by the Secretary of State's office is acceptable document for non-profit entities.**

**37. Is a recent Letter of Good Standing acceptable?**

A letter of Good Standing dated within the last 12 months is enough. Proposals should submit evidence of request if the applicant does not have a most recent letter of good standing at the time of submission. **Applicants will then need to submit their actual letter of good standing once it is received.**

**38. Does every partner need to be named in the proposal?**

We ask that applicants name all partners they can initially. The GWB recognizes that organizations may want to add partners later in the process. GWB will work with awardees on a case-by-case basis when this occurs.

**39. Can students receive one component of programming from one organization and another component from a different organization?**

Yes, this is allowable if the experience of the youth participant is cohesive, and the quality of programming is not interrupted or compromised.

**40. Are school districts liable for students in WBL activities?**

In the GWB work-based learning guidance document, please read the section 'Legal Questions around Youth Internships' where it explains liability for businesses and schools.

**41. Can past awardees submit abbreviated proposals?**

No, all applicants are required to submit full proposals.

**42. Is there a required template that must be used for letters of support?**

No, there is no specific template that is provided by the Governor's Workforce Board. Applicants should submit their letters of support that they use internally at their organization.

**43. On the budget template, should indirect costs be itemized (although it may exceed 10%) or is that a flat rate of 10% overall?**

The applicant should defer to their internal fiscal teams on what would work best for their program.

**44. What is the maximum dollar amount that can be requested for this solicitation?**

Budgets will be examined as part of the evaluation process, and final decisions will be based on available funding and the nature of the request submitted.

**45. Is there a maximum number of students that can be included in the proposal/budget?**

There is no minimum or maximum limit of youth served, however, we ask that you are realistic based on the type of activity proposed and the fact that there is a mandatory \$13 per hour minimum if paying youth wages.

**46. Will proposals be considered for less dollars than initially requested in the budget, if the target number of students is decreased from the original proposal?**

This will be at the discretion of the GWB if awarded.

**47. If offered a stipend, does the total dollar amount given for an internship still need to equal \$13/hour?**

It is up to the applicant to determine what makes the most sense for that program, however we want to ensure that the youth participants are paid at a competitive level.

**48. Is this solicitation for a partnership like the Real Jobs RI initial grant opportunity? Or is this strictly project based?** Proposals that are selected will be funded for a year. Pending performance and funding availability awardees will have the opportunity to renew for additional 2 years.

**49. Should the charts be separate from the written narrative?**

Your written narrative should be first and then your cohort charts may be included after. Please see [solicitation](#) checklist to ensure you have all required components to your application. Your application should be compiled in the following order:

- a. Cover Page
- b. Application written narrative- Sections a, b, c, d, e, f, g
- c. All appendices- Appendix H, B, C, D (your budgets), E, F (appendix F is the W-9 Taxation form template)
- d. Taxation letter of good standing (if applicable)
- e. Letters of Support (Optional)

**50. Can students at a trade school participate in this program?**

If the trade-school students fall within the age range requirement, then yes, they are eligible.