



**NORTHWEST REGIONAL
WORKFORCE INVESTMENT BOARD**
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**Northwest Regional Workforce Investment Board
Request for Program Narratives- Regional Municipalities**

**Connecticut Youth Employment Program 2024- 2025
Summer program- July 1, 2024 – August 16, 2024
Year-Round program- September 16, 2024 – June 20, 2025**

**Bidders Conference
Questions & Answers**

Opening remarks were made by NRWIB President/CEO Cathy Awwad Thanking the attendees and presenting a summary of the RFP, details concerning dates for starting and submissions, worksite agreements and mandated reporting.

C. Awwad drew attention to page 5 where more details on youth work hours per week and wage per hour. She indicated that funding should be 65% spent on participants wages, 25% spent on administrative overhead costs and 10% spent with clearly articulated lines on supporting services like transportation, clothing and tools.

All quotes must be submitted on time accompanied by a Liability Insurance Certificate, after which they will all be presented to the Board of Directors for approval.

C. Awwad stated that Digicon Portal is now open and fully operational. She also said that qualified students will have access to reduced lunch and program is to end August 16th to allow one week off before school starts.

Question : Is the application fillable electronically?

Answer: A fillable word document would be made available, as well as an excel spreadsheet for the budget on WWW.NRWIB.ORG.

Question: Will this opportunity allow expended cost before start?

Answer: No

Question: Can payroll assistance fees be added as a line or included in the admin overhead cost?

Answer: It can be in the Admin Overhead budget line as it allows 25% of the grant, however, it needs to be clearly explained and defined in details.



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Question: Where would the food expenses be charged to?

Answer: Food expenses are to be reimbursed for the youth participants only and included in the supportive services allocated line.

Bidders conference attendees had no more questions and were encouraged to address any to Jeffrey Lynes and to check www.nrwib.org for the Q&A summary.

Following the conference, a question was emailed to Jeffrey.

Question: All the students have free/reduced lunch in the school district. Should a youth (with free reduced lunch) interview and be fit for the job, are we able to hire them?

Answer: Yes, all students are eligible to interview for a job. However, suitability will be based upon the interview and the determination will be made the interviewer.

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