

Questions & Answers

for the

Gun Violence Prevention (GVP) Local Initiative RFQ

Questions & Answers added 10-21-2021

Application Process—General

1. Will applications be approved on a rolling basis?

Yes. We began accepting applications on October 7. Applications will be accepted on a rolling basis through December 30, 2021. That gives you plenty of time to secure commitments from your employment and training partners. Keep in mind, RochesterWorks will be reviewing applications as we receive them. The sooner you submit your application, the more time you will have to provide services before the end of the program service period, currently July 31, 2022.

2. Can a for-profit employer apply for funding under either category—Navigator Agency or Qualified Community Service Provider?

No, but you may partner with either type of applicant, or multiple applicants if you choose. As the employer partner, you would help a Qualified Community Service Provider meet their confirmed employment and training partner requirement. You could then benefit from paid work experience participants, on-the-job training grants, and/or customized training.

Navigator Agency Application—General

3. Are Navigator Agencies capped at one additional navigator?

No. We would like to fund 10 additional navigators. Currently we have only six Navigator Agencies, in addition to in-house navigators employed by RochesterWorks, Inc. We hope that some Navigator Agencies are able to add more than one navigator. We are not placing a limit on the number of navigators for which a Navigator Agency may apply. Navigator Agency applications will be evaluated based on 1) past performance achieving enrollment goals, 2) past performance on the WIOA primary indicators of performance, 3) past performance on programmatic monitoring reviews, 4) past performance achieving spending goals, 5) past performance on fiscal monitoring reviews, and 6) a sufficient level of detail in the proposal to recruit and serve eligible Gun Violence Prevention (GVP) program participants, including numbers, outreach plan, service locations, whether you propose to co-enroll participants in the WIOA Youth Program (and, if so, approximately how many), and description of services provided. The application review committee will decide how many new navigators will be approved for each agency.

4. Are there any minimum educational or experience requirements for the navigators?

No.

Youth Navigator Agency Budget

5. Will programs be able to include supportive services? Within that, could programs support some of the expenses related to training that may not be covered by WIOA?

Navigator Agencies may include supportive services in their program budget. Additionally, a Navigator Agency may leverage WIOA funds for supportive services for participants that they co-enroll in the WIOA Youth program, according to local WIOA Youth policies. Navigators may include in their program budget some supportive service expenses that are not allowable under WIOA. These costs must be reasonable and necessary to enable an individual to participate in program services and/or to achieve program outcomes. Examples of supportive service costs not allowable under WIOA but allowable under the GVP Local Initiative may include, but are not limited to, child and dependent care; mobile phones and computing devices with a unit cost of less than \$1,000; assistance with housing; legal aid services; food while participating in program services; and family stabilization costs.

6. Please confirm that payments to the Navigator Agencies are not fee for service as with the Community Partners but are instead based on monthly vouchers.

That is correct.

Qualified Community Service Provider Application—General

7. How do you become a Service Provider?

*To become a Qualified Community Service Provider, you should follow the instructions in the Request for Qualifications, which may be found under **Active RFPs** at <https://rochesterworks.org/connect/request-for-proposals>. Be sure to complete the QCSP Application Form, along with all required attachments. Please note: If you are interested in being an employment and training partner to a Qualified Community Service Provider (QCSP), the QCSP will need to identify you as such in their application. You may provide them with a letter of commitment to confirm your participation as an employment and training partner.*

8. Do applicants have to pass the pre-award responsibility review before doing outreach and engagement?

*Yes. The pre-award responsibility review is conducted by RochesterWorks as part of the application review process for 501(c)(3) Qualified Community Service Provider applicants. The pre-award responsibility review will include a review of your answers on the On-the-Job Training (OJT) Grant Business Responsibility Questionnaire, which is a required attachment to the application. This document may be found under **Active RFPs** at <https://rochesterworks.org/connect/request-for-proposals>. We will not be able to make*

payments against costs incurred before your service plan is approved. Note: Navigator Agencies and units of local government are not subject to the pre-award responsibility review.

9. Where can we find attachments 2 and 3 to the Qualified Community Service Provider application?

*Attachment 2, the On-the-Job Training (OJT) Grant Business Responsibility Questionnaire, and Attachment 3, the Programmatic and Fiscal Monitoring Assurances, may be found under **Active RFPs** at <https://rochesterworks.org/connect/request-for-proposals>.*

10. Is it permissible to partner with a high school to assist with outreach and recruitment?

*Yes, high schools may be a good partner for identifying dropouts or recent graduates who may be eligible participants. Current high school students are **not** eligible.*

11. I am interested in applying for my agency to be a QCSP. We would like to partner with a consultant who is experienced in gun violence prevention, to carry out the outreach and recruitment activities. We would like for our agency to provide occupational skills training. We would also like to partner with other employment and training partners to provide other trainings and job placement services. We are also interested in partnering with a high school to assist with recruiting students age 18+.

Regarding outreach and recruitment, if your consultant is a 501(c)(3) non-profit or a unit of local government, they may choose to submit their own application to be a Qualified Community Service Provider. In this case, the consultant would receive milestone payments for outreach and recruitment. If the consultant is not an eligible applicant, or if they simply choose to contract with your agency to provide those services, you should include in your Budget Form all reasonable costs that you will need to pay your consultant. Those costs could be covered by the milestone payments that you receive for outreach and recruitment.

Regarding occupational skills training that you as a QCSP would provide, if your training program has a fixed schedule of tuition and fees, we may be able to cover those costs for eligible program participants out of our training set-aside funds. If not, you may build the operational costs for training program participants into your program budget, to be reimbursed by milestone payments. You should detail your training plans, including numbers of participants to be served, and any set-aside funds needed to cover tuition and fees, in your answer to question 19 of the QCSP Application Form.

Regarding the use of employment and training partners to provide other training services, RochesterWorks has set aside funds to cover the cost of tuition and fees for standalone classroom training or the classroom training component of either a customized training (less any employer match) or an occupational skills training integrated with education and/or career services. RochesterWorks will pay these costs directly to the training provider. We ask that you detail anticipated numbers of participants and set-aside funds needed in your answers to questions 19, 20, and 21 of the QCSP Application Form.

Regarding the use of employment and training partners to provide job placement services, there are no set-aside funds for job placement services. If there is a cost to providing those services, the QCSP should include on their Budget Form all reasonable costs that they will need to pay for job placement services. Those costs could be covered by the milestone payments that you receive for either four weeks of program participation or placement in employment.

*Regarding partnering with a high school to assist with recruiting students age 18+, high schools may be a good partner for identifying dropouts or recent graduates who may be eligible participants. Current high school students are **not** eligible.*

Qualified Community Service Provider Budget

12. Are the amounts on the Qualified Community Service Provider Budget Form separate from (i.e., in addition to) the milestone payments?

No. The Budget Form is a breakdown of the costs that will be covered by your milestone payments. The Total Funds Requested on your budget form should equal the total amount that you expect to receive in milestone payments. Minimally, you are budgeting for staff, space, and administrative costs, which are capped at 10%. RochesterWorks has set aside \$720,000 in additional funds to cover direct participant costs, including supportive services and stipends, paid work experiences, classroom training, and On-the-Job Training (OJT) grants. We ask that you detail anticipated numbers of participants and set-aside funds needed in your answers to questions 19, 20, and 21 of the QCSP Application Form.

13. Are tuition and fees costs for classroom training included on the Budget Form?

Generally, no. Within the \$720,000 that RochesterWorks has set aside for direct participant costs, \$145,000 is available to cover the cost of tuition and fees for standalone classroom training or the classroom training component of either a customized training (less any employer match) or an occupational skills training integrated with education and/or career services. RochesterWorks will pay these costs directly to the training provider. If the Qualified Community Service Provider is the training provider, the training set-aside dollars may be paid to you for tuition and fees costs. However, we cannot use set-aside funds to pay operating costs for training programs that have not established a fixed schedule of tuition and fees. We ask that you detail anticipated numbers of participants and set-aside funds needed in your answers to questions 19, 20, and 21 of the QCSP Application Form.

14. Are books, uniforms, tools, and supplies included in the budget?

Generally, no. If the books, uniforms, tools, or supplies are required to participate in either a standalone classroom training program or the classroom training component of a customized training or occupational skills training integrated with education and/or career services, then those costs may be paid from classroom training set-aside funds. If those items are required for either employment or a training program not funded by GVP dollars, then the costs may be paid from supportive services set-aside funds. We ask that you detail anticipated numbers of

participants and set-aside funds needed in your answers to questions 19, 20, and 21 of the QCSP Application Form.

15. What are the eligible expenses that can be reimbursed by RWI that would be outside of/in addition to the milestone payments? For example, section VIII, A, #2 of the comprehensive policy document says, “The maximum funding amount is \$5,000 for any occupation.” Does this mean this amount can be reimbursed to the training provider directly from RWI and doesn’t have to be covered by the milestone payments?

RochesterWorks has set aside \$720,000 in additional funds to cover direct participant costs, including supportive services and stipends, paid work experiences, classroom training, and On-the-Job Training (OJT) grants. These set-aside funds are separate from and in addition to any milestone payments. Training set-aside funds are usually paid directly to the training provider. If the Qualified Community Service Provider is the training provider, the training set-aside dollars may be paid to you for tuition and fees costs. However, we cannot use set-aside funds to pay operating costs for training programs that have not established a fixed schedule of tuition and fees. If tuition and fees are covered by set-aside funds, then you may still receive milestone payments, but those milestone payments would have to cover program costs other than training. Please bear in mind that the \$5,000 is a per-participant maximum. We expect that most training courses paid with GVP funds will cost significantly less than the \$5,000 maximum. We will pay reasonable costs that do not exceed the training provider’s published schedule of tuition and fees. In many cases, supportive services set-aside funds will be paid to a Qualified Community Service Provider to reimburse them for supportive services expenses paid on behalf of an eligible participant. We ask that you detail anticipated numbers of participants and set-aside funds needed in your answers to questions 19, 20, and 21 of the QCSP Application Form.

16. Our training typically costs \$800 per participant. As a provider of occupational skills training, can a QCSP be reimbursed up to \$5,000 to provide the training plus apprenticeship, as well as receive the milestone payment of \$500 for each participant who completes the training?

If your training program has a fixed schedule of tuition and fees (and from the example given, it appears that it does), we may be able to cover those costs for eligible program participants out of our training set-aside funds. If not, you may build the operational costs for training program participants into your program budget, to be reimbursed by milestone payments. If tuition is covered by set-aside funds, then you may still receive milestone payments, but those milestone payments would have to cover program costs other than training. Please note that the \$500 milestone payment is for outreach and recruitment. The \$1,000 milestone payment is for four weeks of program participation. There is no milestone payment specifically for training completion. You should detail your training plans, including numbers of participants to be served, and any set-aside funds needed to cover tuition and fees in your answer to question 19 of the QCSP Application Form.

17. Can we receive an advance?

No. You will want to ensure that you have sufficient cash (or a line of credit) to cover program expenses until you start receiving milestone payments. You should allow up to four weeks between the date that you submit a complete milestone invoice and the date that you receive the payment.

18. Since reimbursement for our costs is dependent on achieving milestones, we could end up not covering our costs if we don't achieve our milestones. Is that correct?

There is always a risk of losing money when you receive funding that is outcomes dependent. The risk may be offset by good planning, good partnerships, the opportunity to do good for your participants, and the possibility of using up to 10% of the funds to cover administrative costs. You should carefully weigh the risk when deciding whether to participate in this program.

Participant Eligibility

19. Why is the minimum age of a participant 18? Shouldn't we be looking to serve 14–17 year-olds as well?

This is a state-funded grant, and New York State has specified that the funds may only be used to serve 18-24 year-olds.

Program Services—General

20. Where is the list of allowable program services?

*The list of allowable program services can be found in the “Monroe County-Rochester Comprehensive Gun Violence Prevention Program Policies” document, available under **Active RFPs** at <https://rochesterworks.org/connect/request-for-proposals>. Program services are detailed in Sections IV, VII, VIII, and IX on pp. 2–8.*

21. What is the life of this initiative, and what happens to the participants when it ends?

The program is anticipated to run through July 31, 2022, unless extended by New York State Department of Labor. However, an end to the state funding does not mean that we will abandon our efforts to provide opportunities for youth in the nine ZIP codes being served by this initiative. This is a capacity-building grant. Expanded capacity means more staff trained to perform youth workforce development work and partner agencies better equipped to support that work. It is also an opportunity to pilot new approaches to serving youth who have not previously been engaged by traditional programs. Beginning in January 2022, we plan to convene sustainability discussions to seek resources to support the increased capacity and new knowledge that we will gain as a result of this project. These discussions will include planning to provide post-program services to the approximately 675 youth served. For example, any participants co-enrolled in the WIOA Youth program will receive one year of follow-up services. We have also inquired of the New York State Department of Labor whether an extension to the July 31, 2022 end date will be possible.

22. When can my program start?

Your program can start as soon as your service plan has been approved by RochesterWorks. Keep in mind, RochesterWorks will be reviewing applications as we receive them. The sooner you submit your application, the sooner you will be able to start program services. Please note that we will not be able to make payments against costs incurred before your service plan is approved.

23. Is there a minimum number of youth that can be served by a provider?

For Navigator Agencies, we are approving cohorts in multiples of 27. For Qualified Community Service Providers, there is no minimum number of youth that can be served.

24. How do service providers avoid a situation where multiple service providers may end up serving the same participant?

Navigator Agencies will be required to enter data on their new enrollments in OSOS (New York State's One-Stop Operating System) within 5 business days (the GVP Local Initiative OSOS Guide may be found at <https://dol.ny.gov/system/files/documents/2021/08/gun-violence-prevention-local-initiative-osos-guide.pdf>). Qualified Community Service Providers will be required to submit enrollment data to RochesterWorks within 5 business days of the date of enrollment and/or service provision. RochesterWorks staff will then perform OSOS data entry. Navigator Agencies will be able to check OSOS to find out whether a prospective participant is already being served by another agency. RochesterWorks will create a mechanism to share with Qualified Community Service Providers the names of participants in their service areas who are already being served by another agency. We ask that, as a matter of practice, outreach and recruitment providers ask all newly recruited participants about any other programming that they are receiving from any other agency. There will be instances where a participant is missed due to timing or human error. If multiple service providers claim the same participant for a milestone payment, RochesterWorks will make a fair determination on how the milestone is to be paid.

25. How will outreach be coordinated so that different service providers are not duplicating each other's efforts, covering the same territory? Are there limits to how many providers can serve each ZIP code?

Navigator Agencies (question 8 on the Navigator Agency Application Form) and Qualified Community Service Providers who will be providing outreach and recruitment (question 11 on the QCSP Application Form) are asked to complete a table indicating the number of participants that they propose to recruit by ZIP code. As we receive applications, we will have a running record of which agencies will be recruiting in which ZIP codes. RochesterWorks will coordinate strategies to minimize duplication of effort in ZIP codes that are receiving coverage from multiple agencies. Such coordination may or may not include limiting the number of organizations recruiting in a specific ZIP code. In the event that multiple service providers recruit the same participant, the participant may make the choice of service provider.

26. Is there a limit to the number of ZIP codes that a service provider may target?

No, however, your outreach efforts will be most effective in the neighborhoods that are closest to the location(s) where you provide services.

27. Are there any marketing dollars available for this effort?

No. Service providers may allocate funds in their budgets for outreach efforts. We trust that service providers are in the best position to connect with youth in the neighborhoods that they serve.

28. What are any specific format and/or content requirements for the full week of workforce preparation services provided by Outreach and Recruitment providers? Similarly, for Program Services Providers, what are any specific format and/or content requirements for the full four weeks of workforce preparation services provided to participants? For example, do the services have to be provided within one calendar week, or can they be spread over a pre-determined period of time? How many hours are required to be counted as one week?

Outreach and recruitment service providers are responsible for performing outreach, recruiting eligible program participants, conducting an objective assessment, developing an Individual Service Strategy (ISS), and referring each participant to a program service provider, which may be the same organization that recruited the participant. If an outreach and recruitment service provider is not also the provider of program services, then they will not be providing any workforce preparation services. The \$500 outreach and recruitment milestone will be paid to the outreach and recruitment service provider after the participant completes one full week of training with the provider of program services.

There are no specific format or content requirements for the workforce preparation services delivered by program service providers other than that they should ultimately lead to placement in unsubsidized employment. Please note: Community service providers should describe in detail their plan for providing appropriate workforce preparation services, case management, and adult mentoring services, leading to placement in unsubsidized employment in question 18 of the QCSP application form.

A full week of workforce preparation services, for the purpose of the outreach and recruitment milestone payment, is five days (and may include training services). Four weeks of workforce preparation services, for the purpose of the \$1,000 four-week program participation milestone, is 20 days, excluding holidays (and may include training services). There is no hour requirement for a day, or week, of workforce preparation services. However, we expect that the time dedicated to these services will be sufficient to achieve program outcomes.

Program Services—On-the-Job Training (OJT)

29. What are the \$25,000 available for OJT grants?

On-the-Job Training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work in a job that—(A) provides knowledge or skills essential to the full and adequate performance of the job; (B) is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

For Navigator Agencies, we have set aside \$25,000 to reimburse employers for a percentage of the wages paid to a program participant as part of an approved OJT contract. We have set aside these funds because they are not available in the WIOA Youth program budget.

For Qualified Community Service Providers, we have set aside \$145,000 to reimburse employers for a percentage of the wages paid to a program participant as part of an approved OJT contract.

Program Services—Classroom and Customized Training

30. Does classroom training need to be in an occupation on the Demand List? Does it have to be in a course that is on the New York State Eligible Training Provider List (ETPL)? Are the answers to these questions any different if the participant is co-enrolled in the WIOA Youth program?

There are three types of classroom training that may be funded: Standalone occupational skills training, customized training, and skills training integrated with education and/or career services.

Navigator Agencies: Standalone occupational skills training is the only form of classroom training that may be provided by Navigator Agencies using GVP funds. For Navigator Agencies, the cost of standalone occupational skills training may be included in its monthly invoice to RWI, as part of its contracted program budget. Alternatively, a Navigator Agency may leverage WIOA funds for Youth ITAs for participants that they co-enroll in the WIOA Youth program, according to local WIOA Youth policies. Training programs paid out of a Navigator Agency's approved program budget do not necessarily have to be on the Demand List or the ETPL. However, we do expect that training paid with GVP funds will lead to employment.

Qualified Community Service Providers: Standalone occupational skills training provided to youth participants does not need to be on the local Demand List. It should, however, be aligned with jobs with current openings in the commuting area. Standalone occupational skills training courses do need to be on the ETPL (<https://applications.labor.ny.gov/ETPL/>). If you would like to provide access to a course not yet on the ETPL, you should contact Lee Koslow at (585) 258-3500, x-3516 or Lkoslow@rochesterworks.org to discuss the course. He will work with you and

the training provider to add the course to the ETPL, if possible. The occupational skills training portion of customized training or skills training integrated with education and/or career services does not need to be on the Demand List or the ETPL. However, it must be a part of your approved service plan.

31. If a Qualified Community Service Provider has an in-house training program, can we use that program under this grant? Or do we still have to partner with an outside training partner?

If you have an in-house training program, you can use that program under this grant. If your training program has a fixed schedule of tuition and fees, we may be able to cover those costs for eligible program participants out of our training set-aside funds. If not, you may build the operational costs for training program participants into your program budget, to be reimbursed by milestone payments. You should detail your training plans, including numbers of participants to be served, and any set-aside funds needed to cover tuition and fees in your answer to question 19 of the QCSP Application Form. Please also remember that Qualified Community Service Providers must identify one or more confirmed employment and training programs in their application. If you do not need a training partner, then you will want to identify at least one employment partner.

32. How do you become a Certified Trainer and get on the list?

Standalone occupational skills training courses must be on the New York State Eligible Training Provider List (ETPL) (<https://applications.labor.ny.gov/ETPL/>). If a training provider would like to submit a course for approval on the ETPL, they should contact Lee Koslow at (585) 258-3500, x-3516 or Lkoslow@rochesterworks.org to discuss the course. He will work with you to add the course to the ETPL, if possible. The occupational skills training portion of customized training or skills training integrated with education and/or career services does not need to be on the Demand List or the ETPL. However, it must be a part of the Qualified Community Service Provider's approved service plan.

33. If a Navigator Agency wants to refer a participant to classroom training, can we access the training set-aside dollars for our participant? Does it matter if the outreach and recruitment was performed by a Qualified Community Service Provider who referred the participant for our GVP program services?

The short answer is, No. Although there are some On-the-Job Training (OJT) grant set-aside funds for Navigator Agencies, there are no classroom training set-aside funds for Navigator Agencies. Although a Qualified Community Service Provider refers a participant, the determination of which resources are available depends on the agency that is providing the workforce preparation services. That said, the Navigator Agency may co-enroll the participant in the WIOA Youth program and leverage Youth ITA funds to cover the cost of the classroom training.

34. Are there any other training resources available to youth participants?

*Yes. RochesterWorks, in partnership with New York State Department of Labor, is making free online coursework available to eligible GVP participants. Online courses are available through Coursera, an online platform that gives unemployed New Yorkers access to over 4,000 programs across high-growth industries. Content recommended for youth participants includes job-readiness skills, soft skills, financial literacy, entrepreneurial skills, and more. For more information, e-mail coursera@rochesterworks.org or check out the one-page information sheet, available under **Active RFPs** at <https://rochesterworks.org/connect/request-for-proposals>.*

Program Services—Supportive Services

35. What if you have a youth who can't access training opportunities because they babysit for their mother after school. Are they eligible for supportive services funding for childcare expenses? What if the child is not theirs but a sibling?

Navigator Agencies may include the cost of child and dependent care supportive services in their contracted program budget. There are no set-aside funds for supportive services available to Navigator Agencies, and child and dependent care is not available through WIOA co-enrollment.

Participants served by a Qualified Community Service Provider may receive child and dependent care supportive services from GVP set-aside funds, if necessary to enable them to participate in program services and subject to a per participant limit of \$2,000. Child and dependent care supportive services may include the cost of transportation to and from a child and dependent care facility and may be used for a member of the participant's household (including family members living in the same residence). Child and dependent care expenses can quickly become very expensive. Service providers should make every effort to coordinate with other programs or funding sources to cover these costs.

Performance Measures and Milestone Payments

36. If we plan on achieving a certain amount in milestone payments for outreach and recruitment, is there an average number of youth to which we should reach out in order to achieve our milestone goal?

You will need to over-recruit to achieve your one-week participation goal for the outreach and recruitment milestone payment. In our sample scenarios, we assumed that just over 32% of the youth that we reach out to will achieve the one-week participation goal. That percentage is only an educated guess. Your actual success rate will depend on how you conduct your outreach and whom you target.

37. When it comes to documenting unsubsidized employment placement for one month, does this need to be full time? Can it be part time? Can it be employment as a part-time contractor? Is there a minimum number of hours of work total?

The ultimate goal of this program is long-term, good-paying jobs for participants. Generally, a long-term, good-paying job is a full-time, regular job with a regular employer-employee

relationship. However, we recognize that for some youth there may be interim employment experiences that will help move them along the path toward that long-term, good-paying job. Therefore, jobs that provide a regular schedule of at least 25 hours per week (including jobs in which the participant is properly classified as an independent contractor and which pay at least minimum wage after subtracting Social Security/Medicare taxes and all work-related expenses) will count toward the employment placement milestone payment, provided that part-time, temporary, or independent contractor work arrangements are part of an interim plan to provide the participant with skills and/or experience that will ultimately lead to a long-term, good paying job. Although there is no minimum number of hours of total work required, jobs must provide a regular schedule of at least 25 hours per week.

38. Does placement in postsecondary education or training count as a positive outcome, or is a placement in employment necessary?

Unlike the WIOA Youth program, positive performance under the Gun Violence Prevention program requires an employment placement. A placement in unsubsidized employment, an On-the-Job Training (OJT) placement, or a paid work experience placement all count as an employment placement. For purposes of the \$2,000 milestone payment for Qualified Community Service Providers, the participant must be retained in employment for one month.

39. Can you achieve and claim the \$2,000 employment placement milestone without first achieving the \$1,000 four-week program participation milestone? And are the milestone payments cumulative?

All milestone payments are achieved separately and may be cumulative. It is possible that a participant is placed in unsubsidized employment before completing four weeks of program services. If the participant retains that employment for a month, then the service provider would receive the \$2,000 milestone payment but not the \$1,000 payment. On the other hand, weeks of subsidized employment (either paid work experience or an On-the-Job Training (OJT) grant) may count toward both the \$1,000 four-week program placement milestone and the \$2,000 employment placement milestone. A provider who achieves both milestones would receive a total of \$3,000 for that participant (plus possibly the \$500 outreach and recruitment milestone payment, if the same provider recruited the participant).

File Management and Data Entry

40. Is there a universal assessment, or can we use our own?

An objective assessment leading to the development of an Individual Service Strategy (ISS) is required for all youth participants during outreach and recruitment. Minimally, the assessment should include a review of academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services. Results of the objective assessment should be recorded on the Individual Service Strategy (ISS) document. In the application form, Qualified Community Service Providers are asked to “describe methods or tools that you will use to conduct an objective assessment to determine participant needs and

make referrals for needed services.” Service providers may 1) use the Assessment column of the WIOA ISS document (available at https://rochesterworks.org/images/Individual_Service_Strategy_ISS_rev_10-05-21.pdf) to conduct your objective assessment or 2) develop your own objective assessment.