



## 2025 Youth RFP Q&A

Q: Should the amount requested in the Contract Information section of the budget sheet include WIOA funds, or also additional TANF funds being requested?

A: Please include additional TANF funds being requested.

Q: Are applicants still required to submit physical copies of the proposal? If so, how many copies of the proposal should be included in the application materials?

A: Physical copies will not be required this year; you may submit via email. But please note the requirements of submitting in different sections and separate them into different pdf documents.

Q: Are applicants also required to include an electronic copy (either on flash drive or via email) of the proposal?

A: Electronic or physical submission is acceptable, doing both will not be required.

Q: Do you want a separate budget sheet for TANF funds that are requested to supplement the WIOA budget? And if so, do you want us to use the same budget forms?

A: Yes, for respondents requesting TANF funds, please submit two budget documents. One WIOA and one TANF. Please label the budget(s) accordingly.

Q: Are the "Letter of Transmittal" (referenced on page 12 of the RFP) and the "Organizational Information Cover Sheet" (item 1 listed in the "Appendices" section on page 21 of the RFP) the same document?

A: No, the "Letter of Transmittal" should be a letter from the organization introducing their proposal. Please provide this as its own separate pdf form as the first two sections of the proposal cannot have identifying information. The "Organizational Information Cover Sheet" should be provided in section 3 (Organizational Information).

Q: In which of the three sections of the proposal should we include the Organizational Information Cover Sheet/Letter of Transmittal when submitting the proposal?

A: The Organizational Information Cover Sheet should be the first page of section 3, "Organizational Information."

Q: With the possible exception of the Cover Sheet, should all documents containing information that identifies the applicant be submitted in section (c)?

A: Correct, the Letter of Transmittal should be provided as a separate document, outside of the Program Narrative and Performance Outcomes sections.

Q: Will applicants submitting via email receive a confirmation of receipt message?

A: Yes, all submissions via email will receive a confirmation email.



Area 20 Workforce Development Region  
Fairfield - Hocking - Pickaway - Ross - Vinton

### **2025 Youth RFP Q&A**

Q: On page 7 it states that 75% of all funding should be targeted to out of school youth. We want to confirm that this applies to both the CCMEP and TANF funds listed separately on page 10.

A: The 75/25 rule applies only to WIOA funds, not TANF.

Q: Do funds for the individual training accounts (see p. 5 under Occupational Skill Training) need to be budgeted within our budget or are they available through other Area 20 or county funds?

A: Funds for the Individual Training Accounts should be included in the proposed budget as those are funded by WIOA/TANF funds.

Q: Where should letters of support be placed in the application components?

A: Letters of support should be provided as an appendix/attachment at the end of the proposal (after the budget forms) in their own separate PDF.

Q: Are the financial stability documents listed on p. 14 to be included in the proposal or provided upon award? If within the proposal, where should they be placed in the application components?

A: The financial stability documents should be provided at the time of proposal and should be included as an appendix/attachment.