

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

Refugee Support Services (RSS) Request for Proposals (RFP) Offerors' Conference

Corrections, Questions and Answers

RFP CORRECTIONS:

1. Page I-10, paragraph 15(b): *Protests, if any, will be accepted by Michelle O'Camb via email at Michelle.OCamb@seta.net by the deadline of Thursday, December 27, 2018, 5:00 p.m., PST.*
2. Page II-3, paragraph D(4): *Unemployed, non-cash assistance refugees, asylees, SIVs, and certified victims of human trafficking*
3. Page II-8, paragraph V(B), Key Components, second bullet: *Conducting targeted outreach and increasing accessibility to workforce services for refugee populations utilizing a "no wrong door" approach*
4. Page II-4, paragraph III: *PROGRAM REQUIREMENTS FOR ALL RSS PROGRAMS*
5. Page III-2: *Verification can be obtained by contacting Corey Lagbao, Workforce Development Analyst III, at (916) 263-3838 or Corey.Lagbao@seta.net.*
6. Page V-10: *Information on litigation status can also be submitted to Jennifer Fischer via email at Jennifer.Fischer@seta.net.*
7. Page V-11, paragraph IV(A)(2): *Additional bullet point: Methods you will utilize in recruiting non-cash assistance clients.*
8. Page V-18, Budget and Cost Allocation header: *REFUGEE SUPPORT SERVICES (RSS)*
9. Page V-22, paragraph C: *Other Costs, Facility: Checkbox "Use Allowance" is no longer allowable*

QUESTIONS AND ANSWERS:

1. **Q:** In Section V, page 7, paragraph 3, do we need to provide projections for the additional performance outcomes that are listed, or are these just for our knowledge?

A: *The additional performance outcomes are included to inform applicants of the additional data we intend to collect throughout the course of the grant. Data will be*

used to inform and educate us and will not be tied to planned outcomes for this program year.

2. **Q:** Do you want us to create a budget for \$704,000 for VESL/OJT and \$280,000 for ELL Workforce Navigator, or do we propose 25 percent of those amounts based on four anticipated awards?

A: It is anticipated that there will be four awards granted under each component. It is recommended that applicants keep this in mind when preparing their applications. Applicants may propose more or less than 25 percent of total award amounts, however, if greater, applicants should include rationale for requesting a higher cost since all applicants will be evaluated on cost reasonableness compared to historical program costs, as well as compared to the costs of the other applicants.

3. **Q:** What are the restrictions for General Assistance (GA) recipients to receive supportive services as stated on top of page II-10?

A: Supportive services are not to be duplicated with other available services. If a support service is available through the Sacramento County Department of Human Assistance (DHA) GA program, then the provision of support service for GA recipients under this grant would not be allowed.

4. **Q:** Please describe components of an ideal Family Self Sufficiency Plan. If funded, will we be using a SETA Individual Employment Plan (IEP) template?

A: SETA currently utilizes a Family Self Sufficiency Plan (FSSP) form in the RSS Funded VESL/ES and ES components that can be utilized. The SETA IEP can also be utilized as long as it contains all of the information that is included in the FSSP form. It is expected that a Family Self Sufficiency plan addresses what it will take for a family unit to obtain employment/income that will be sufficient to address the needs of the household.

5. **Q:** Would a Student Performance Level (SPL) equate to a CASAS level?

A: Yes, and SETA utilizes a CASAS conversion chart that can be shared.

6. **Q:** When detailing supportive services, GED/HiSET testing vouchers were not mentioned. Would we have to co-enroll w/Adult WIOA to access these supportive services, or are they available under RSS funding?

A: Providers would not need to co-enroll to access GED/HiSET testing vouchers, unless appropriate to do so. Vouchers will be made available by SETA through the RSS grant and will follow a process for accessing vouchers, which mitigates out-of-pocket expense to participants.

7. **Q:** Under the VESL/OJT and ELL Workforce Navigator components, what are documents that you will expect to see in the participant records?

A: *Successful applicants will be provided with a Refugee Program Guide Book detailing all participant case file requirements. Training will be provided at the program launch meeting in January, 2019, and on an individual basis, as needed.*

8. **Q:** Will providers have to use SETA's vendor list for counseling/therapy referrals when using RSS funds?

A: *No.*

9. **Q:** Is CalJOBS an option for case noting?

A: *Yes*

10. **Q:** Is the average cost per participant a suggested figure or is it the maximum average cost allowed?

A: *It is the suggested, average amount. If proposing more or less, an applicant's cost will be evaluated for reasonableness of cost both in comparison to historical program costs, as well as the proposed average cost by other applicants.*

11. **Q:** Could you provide more detail about the requirement to co-enroll participants in WIOA Title I and II programs?

A: *Co-enrollment into WIOA Title I and Title II is encouraged, but not required. Co-enrollment should occur when it makes sense to do so, and should only occur when identifying a gap in service that must be filled, as well as ensuring non-duplication of service.*

12. **Q:** What is WIOA Title I and Title II?

A: *WIOA Title I is made available by the federal Department of Labor's America's Job Centers and offers services to Adult, Dislocated Workers, Youth, and special populations through discretionary grants. WIOA Title II is available through federal Department of Education and offers services through Adult Education entities.*

13. **Q:** Can an eligible refugee/asylee/SIV be served in multiple activities/components under the RSS grant? For example, can a participant be enrolled in the ELL Workforce Navigator activity/component, as well as be enrolled in VESL/OJT, or VESL/ES?

A: *No, they must be distinct enrollments. However, if a participant is enrolled in one component and would benefit from a different component, the participant can be transferred with approval from SETA to do so.*

14. **Q:** Do the page limits for each narrative section include the prompts?

A: *Yes. SETA believes that established page limits are ample for applicant responses.*

15. **Q:** Section 1, page 6, paragraph 11(A) states that an electronic submission shall be treated as an original document for all purposes. If this is the case, do we also have to submit the original hard copy with wet signatures?

A: *Yes. If an electronic copy is submitted via email to meet the deadline of Friday, November 30, 2018, the original, hard copy with wet signatures with the accompanying, required number of copies must be submitted by the deadline of Monday, December 3, 2019, at 9:00 a.m., PST. Changes to the electronic copy submitted via email to meet the November 30, 2018 deadline will be not be accepted.*

16. **Q:** Is there a maximum dollar amount we should propose given the anticipated number of awards for each component?

A: *No, however, as indicated in the RFP, it is anticipated that there will be four separate awards allocated for each component, so excess amounts are not likely to be funded unless other successful proposals request lower amounts.*

17. **Q:** Should Exhibit G and Exhibit H include all other funding sources, or just other funding sources relevant to this specific program?

A: *The exhibits should include all funding sources.*

18. **Q:** Are there any unusual restrictions on Indirect/Administrative costs? Is a Negotiated Indirect Cost Rate Agreement (NIRCA) acceptable to submit in lieu of the letter for the cognizant agency?

A: *No, there are no "unusual" restrictions on Indirect/Administrative costs. Yes, a Negotiated Indirect Cost Rate Agreement (NIRCA) is acceptable, however, if the information that is provided in the rate approval letter from the cognizant agency isn't easily identified in the NIRCA, applicants will need to submit the actual approval letter with the Budget and Cost Allocation Plan.*

Additional details on indirect costs were cited as follows:

"The indirect cost rate can be applied to all direct salaries and wages, applicable fringe benefits, materials and supplies, and travel and subawards up to the first \$25,000 for each subcontract. The indirect cost rate cannot be applied to equipment, capital expenditures, rental costs, tuition remission, scholarships, participant support costs and the portion of each subaward/subcontract in excess of \$25,000."

In addition, the cognizant agency approval letter must be submitted. A Negotiated Indirect Cost Rate Agreement (NIRCA) is not acceptable. The letter not only indicates the approved rate, but also describes what types of costs on which it can be applied. School districts do not need to provide a letter because the information is published on the Department of Education website.

Finally, clarification was provided on the actual months covered under the budget period, which is 8.8 months when applying the commencement date of January 7, 2019.

19. **Q:** Is there a preferred format for the service delivery flow chart?

A: No.

20. **Q:** Is it allowable for supportive services to include incentives?

A: No.

21. **A:** Info for new providers – Insurance must be met before you can begin providing services.

22. **Q:** Can SETA provide a copy of the employer OJT contract? Is it well suited for small, local businesses?

A: Yes and Yes. The following link is to SETA's OJT Directive, which includes links to the OJT Contract and accompanying exhibits utilized:

<http://www.seta.net/app/uploads/2016/10/OJT-SE-Policy-WIOA-Directive-WDD16-5-1.pdf>

23. **Q:** What is the expected relationship between VESL/ES and VESL/OJT if a provider has a participant that may be a good candidate for both components.

A: All enrollments in the RSS grant must be distinct individuals. If a client is currently enrolled in VESL/ES, and it is determined that he/she is a good candidate for VESL/OJT then a transfer from one component to the other can be facilitated. Co-enrollment within RSS-funded components is not allowed.

24. **Q:** What past performance metric will be most heavily considered?

A: The Entered Employment Rate.

25. **Q:** Will gender disaggregated cost per participant be considered since it, oftentimes, takes more resources to successfully serve refugee women).

A: *No, however, remember that the proposed cost per participant is an average. Actual cost per will vary based on each individual, unique case.*