

CARES ACT CSBG SUPPLEMENTAL OFFORERS CONFERENCE

SEPTEMBER 10, 2020

QUESTIONS AND ANSWERS:

Q: Are seniors targeted for COVID 19?

A: Please refer to page 11, under Family Self-Sufficiency Services (FSS) - third bullet.

Q: Can rental assistance go beyond the 1st month?

A: Will get clarification. Normally under CSBG we'll pay the first month, then the client is expected to be able to pay for succeeding months after obtaining employment or better employment.

Q: Are undocumented immigrants/clients who have been affected by COVID-19 permitted to access Safety-Net services?

A: Clients are not asked about their citizenship status under CSBG. Clients are only asked for right-to-work documentation in FSS programs, if seeking employment.

Q: Is there a monetary cap for each family?

A: Will get clarification and will look at reasonable amounts; they'll be posted when we know.

Q: What is the definition on limited services?

A: It shouldn't be a monthly request. Safety-Net is not a case-managed program. Sometimes people come back for more than one service, and that's okay. We look at service numbers rather than number of households served overall. Each service category has its own projections, and there could be some overlap with the same households. However, we want to be sure that we report the correct number of households served to the State, so we don't want too much overlap.

Q: How can you document the needed qualifications for the COVID funds?

A: Information will be provided at the training for approved funded agencies. At that time agencies will be given access to forms electronically.

Q: It was mentioned that someone whose situation was aggravated by COVID would qualify. How would that be documented?

For example, someone who was unemployed and looking for work but now cannot work due to health concerns. Would that qualify?

A: The client would fill-out an assessment form to verify their needs.

Q: Could I see a sample of that form documenting Covid-19 related needs?

To obtain that form, would we need to have a physical signature? Or, can we do this via 100% remote access?

A: Getting clarification from the state.

Q: Will awarded funds be spread out between 11/2020 and March 2022 or can funds be allocated/spent sooner?

A: Funds will be available to be expended between November 2, 2020 and March 30, 2022 for approved agencies. Allocated funds may be spent sooner than the March 2022 date, as long as the approved program design is completed during the time planned.

Q: Please advise why an email needs to be sent Pamela Moore? Thanks!

A: Email Pam with contact information, if you feel more comfortable with email than the chat feature.
Pamela.Moore@seta.net

Q: What is the contact information for Miss. Lagbao, telephone and email?

A: Prequalification - Corey Lagbao (916) 263-3838
Insurance Information - Linda Thao (916) 263-4072, Linda.Thao@seta.net
SETA's insurance has a direct email address for insurance information and inquiries insurance@seta.net

Q: For the Safety Net portion, what is the typical funding amount per grantee? And is there an expected number of individuals to serve?

A: What we have on the RFP on page 8 is, "To help inform proposers in developing their proposal, in recent CSBG procurement processes, awards for Family Self-Sufficiency programs averaged \$46,000 and ranged between \$16,500 and \$65,000; awards for Safety-Net programs averaged \$28,500 and ranged between \$8,800 and \$61,000. Proposers should expect that awards for the CARES Act CSBG Supplemental Funding will be comparable." Keep in mind for individuals served, at least 70% of Safety-Net funds needs to be Direct Participant Costs, and at least 15% of Family Self-Sufficiency needs to be Direct Participant Costs, because we understand that with Family Self-Sufficiency there's a lot of case management that happens so you are paying for staff. Those are services being provided at a cost for the direct participant.

Q: **Will the disparities chart be included in the responses to the questions from the offers' conference?**

A: Yes, the disparities chart is located at the bottom of this document.

Q: **Will a Word version of the budget be posted on SETA's website?**

A: Yes. The RFP that has been posted has fillable forms. If you have trouble with completing these forms, please email Julie.Jaffe @SETA.net or Pamela.Moore@seta.net.

Q: **Since this is a longer grant period, are you expecting requests to be larger than past as opposed "to comparable to previous years" right?**

A: Yes. You will calculate the cost on average of a 12 month program and add 5 months at the same average cost per month.

Q: **What is the indirect cost if you don't have an approved rate?**

A: 10% deminimus rate if you do not have an approved rate. You can only use this rate if you do not have an approved rate. Keep in mind once you use this rate, you would need to apply it to all grants going forward. If you're going to apply the 10% deminimus rate, you can't apply it one year and then not apply it the next. You have to always apply it moving forward. If you don't want to use it anymore, you have to apply with your cognizant agency for an approved indirect cost rate. It's a good idea to talk with your fiscal people about the pros and cons of going that route.

Q: **As we all know, circumstances as a result of COVID change by the week. How will SETA address changes in needs over the 17-month period? For instance, if we request funding to support distance learning, and school welcome students back to campus six months from now, but our requested funding is for 17 months, how will SETA respond?**

A: You will need to contact Pam Moore or Julie Davis-Jaffe if you find you need to adjust your funding allocations. That would be a contract, so we would work with you on a contract modification as to where the funds could be spent based on your proposal. Whatever you proposed is where we would be working from so it could be you're not spending it on distance learning, but maybe there's a greater need for food or transportation. We have a form for this, and we do track it.

Q: **If we already have CSBG SN and FSS funding can a previous client, who has been effected by COVID, access the CARES CSBG SN or FSS support services?**

A: Yes. They just have to sign the form saying that's the case due to COVID-19.

Q: **For FSS funding, what specific COVID-19 qualification documents are required? For example, proof of unemployment, a positive COVID-19 test, layoff notification. These qualifications will help us determine the number of clients that are eligible to receive funds.**

A: SETA staff are working on approval to use a checklist with signature the customer is declaring as a true statement. We're trying to find the easiest way to provide the services in a quick and expeditious way without requiring too much of the customer. For now, it would be the customer telling you how their situation is impacted by COVID, and hopefully we'll have a form where they can just check a box.

Q: **There is the problem: they have to sign a form. What about phoning in? Digital agreements? But, for those without technology, how will we get through this barrier?**

A: SETA management is looking into other acceptable documentation in place of wet signature. Guidance would likely come after the funding recommendations.

Q: **Page 12 references PPE equipment as an Allowable Activity. Would providing a client with disposable facemasks and bottles of hand sanitizers be an allowable cost and considered an unduplicated service?**

A: Yes, face masks and hand sanitizers could be one service. On the budget, you could put PPE and put in parentheses what specifically you would be providing.

Q: As I read through the priority areas identified by the CAB and listed on pages 8-10, I can think of several possible ways to address this, but without knowing what's considered an allowable expense, it's hard to prepare an accurate budget and write an accurate proposal. For example: To address the gaps in Digital Literacy (pg. 9), would an allowable cost be reimbursing internet bill payments, or paying startup costs for internet services? To address Behavioral Health Resources (pg. 9)... would an allowable cost be to reimburse the total cost, or co-pays, for counseling appointments?

A: Internet bills would have to be in a certain time period, no late fees, and make sure it's just for the internet charge and not a combined bill. Also, for a start-up, we can't pay for deposits but we could pay for the services. You could include only the utility costs at the time of enrollment, so typically they have to be enrolled at the time of the service. Something to watch for on a utility bill or an internet bill. For counseling appointments, can only cover the part that comes out of the customer's pocket – so only the co-pay if insured, and if not insured for counseling, for the cost of the counseling appointment. Look also for alternate funding sources to see if there's another way to pay for these services.

Q: Will the video of this zoom also be available? I would love to re-watch parts of it if possible.

A: SETA will check on that to see if it's possible.

Q: People who are already enrolled in FSS can be enrolled in Safety Net Services with the Cares Act?

A: Yes, unless your FSS program has the services available. In that case, you'd serve with those funds first.

Q: Can you explain more about how previous Safety Net providers have worked out vouchers with local vendors? Families who are in need of items may not always have the money up front to be reimbursed.

A: Some agencies have relationships with gas stations and grocery stores where they create a voucher system. South County Services and FCCP both have such arrangements. Some agencies will meet the customer at the store and purchase the items, to ensure that they get the receipt. We are cognizant of the fact that many people don't have the money up front, but this is guidance from our funders.

Q: Is there a \$ limit on rental assistance?

A: Will get clarification. If the customer is only \$200 short, only provide \$200. With the job centers, we've authorized \$1000 for an upper limit for services to one customer. Reminder, if you elect to provide \$1000 rental assistance per customer you won't be able to serve as many people. We know rent is a huge issue right now – even worse now than in normal circumstances. Need to ensure that the rental assistance is directly related to COVID-19, not that they've been unemployed for a year and are now finding a new funding source to help them.

Q: Will the answers to our questions be written up so we can review the answers?

A: Yes.

Q: Under the previous COVOD funding, we did not have to have financial needs assessment. Will this be different requiring financial needs assessment to determine the amount of rent to pay?

A: The job centers use a financial needs assessment to establish how much the client actually needs in order to pay the full rent. But that's not necessarily what you'd want to use or that you have access to. If you have something comparable, that's fine. Somehow, you need to justify it; the proposing agency should come up with a system that seems reasonable and will give you the documentation that you need. You need to look at what income the customer has coming in and what are their expenses; determine the balance for what is needed.

DISPARITIES CHART

ATTRIBUTES → SOCIAL/ECONOMIC/ SYSTEMIC BARRIERS

- Race
- Gender
- Disability
 - Mental
 - Physical
- Age
- Sexual Orientation
- Gender Identity
- Religion

ENVIRONMENTAL FACTORS

- Social support network
- Culture
- Neighborhood
- Institutions with which the individual is associated (school, work, church)
- Family support
- Adverse childhood experiences
- Household stability
- Incarceration
- Language
- Educational Level
- Immigration Status
- Job/Employment

USE OF SERVICES

- Case management
- Delivery of support/emergency services
- Employment services
- Housing assistance
- Financial literacy
- Youth mentor programs
- Communication/socialization skills training
- Safe-haven activities
- Child development & parenting workshops

OUTCOMES

- Healthy life choices
 - Physical
 - Emotional
 - Developmental
- Self-sufficiency
- Ability to live independently and interdependently
- Satisfying social ties
- Meaningful work at a living wage
- Crisis-free living