

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)
CSBG REQUEST FOR PROPOSALS (RFP) CONTRACT YEAR 2010
SEPTEMBER 14, 2009
OFFEROR'S CONFERENCE QUESTIONS AND ANSWERS

Question: Are the forms for the RFP available in Microsoft Word format?

SETA Staff: Yes, they are. If you contact Victor Bonanno at victor@delpaso.seta.net and make your request, the forms can be provided to you.

Question: On Page 53 of the RFP, it states that it is recommended that the proposal responses are formatted to 12-point and Times New Roman style. Is the font size optional or is 12-point required?

SETA Staff: It is preferred that 12-point and Times New Roman style font be used for recording the RFP responses. It is preferred so that the reviewing team can more easily read the proposal responses.

Question: Please provide examples of the desirable or acceptable Supportive Services – in the Safety Net category of the RFP. Also, would child care be an appropriate supportive service?

SETA Staff: Examples of various Supportive Services are listed within the RFP. The need for any Support Service proposed, whether listed in the RFP or not, must be clearly justified in the proposal narrative. The answer to the second part of your questions is yes; child care is an acceptable supportive service and should be explained in your RFP response.

Question: Assuming there are more applications than funds available, will SETA fully fund each successful applicant or award reduced funding in order to fund more applicants?

SETA Staff: That would depend on the funding amount that is available in the specific service category being proposed and the funding request. SETA's procurement process does not require the top ranking proposal to be fully funded. It is SETA's intent to fund programs and services that address all goals and priorities established by SETA's Community Action Board and Governing Board

Question: Can an agency apply for funds from Safety Net and ARRA funds for the same project?

SETA Staff: Yes, an agency can apply for both Safety Net and ARRA funds, but it must be done by completing two separate proposals.

Question: Regarding Response #5 of the RFP, how will SETA handle a situation where staffing is changed within an organization? Particularly, if the staff position of one that is directly related to the delivery of a proposed service or program under SETA funding?

SETA Staff: It would depend on whether the staffing position is eliminated, the staff person occupying a position changes, the amount of hours dedicated to the program changes, or if the program itself changes. If your proposal is awarded funds and the change occurs after the final funding determination is made, you will need to submit written notification of the change to the SETA Contracts Department.

Question: On Page 54 of the RFP, specifically Response #2, regarding the program's goals, services, activities, and outcomes, (a) What is the minimum amount of goals; or (b) Can there be a one-goal minimum with multiple services?

SETA Staff: Yes, you can list only one goal in your response to the RFP and can have multiple services connected to the goal.

Question: Are maps available of the targeted neighborhoods?

SETA Staff: A map of targeted neighborhoods is not available. Please review the description of the CSBG targeted neighborhoods that can be found in the 2010/2011 CSBG Community Action Plan on the SETA website, www.seta.net.

Question: In terms of Safety Net, what would you consider to be "limited-time basis"? Also, would transitional housing be considered a safety-net service?

SETA Staff: No. Transitional housing typically requires client case management and is not a safety-net service. "Limited-term" basis is considered one or more instances of service provision that would alleviate a family's immediate crisis. Case management is not required for limited term safety-net services.

Question: For Response #4 to the RFP, does it negatively impact your score if you have or have not pursued or secured other funding?

SETA Staff: The nature of CSBG funding is to fill gaps in service or leverage other funding sources. CSBG should not fully fund stand-alone or start-up programs. Your proposal may receive a lower score if you have no other funds to leverage your proposed program.

Question: Regarding Self-Sufficiency, for family self-sufficiency proposals, do you have to include all of the targeted groups?

SETA Staff: No, you do not. Your response should explain service only to the groups that you are specifically targeting.

Question: Do you recommend applying for each of the categories if your agency does activities in all three categories? As an agency, we would prefer to submit for Family Self-Sufficiency, but could justify pulling funding from any of the three categories.

SETA Staff: You can apply in each of the three categories, but you must submit three separate proposals. If all three applications are for one single project, please include references to the other proposals in each proposal narrative.

Question: For the simplified logic model of the RFP, can we use smaller font and smaller margin size?

SETA Staff: No, we suggest that you do not. Make your responses concise and keep the fonts and margin size as suggested in the RFP guidelines.

Question: Are there any Safety Net services that are not allowed; for example, rental deposit? Also, on Page 65 of the RFP, what is “re-housing assistance”? Lastly, regarding the chart on Page 54 of the RFP, are we only to list the CSBG and the ARRA funded items?

SETA Staff: Deposits on rental property will not be allowed as a Safety Net service. Regarding “re-housing assistance,” re-housing assistance can include first month’s rent and other costs associated with getting a client into a residence.

Within the chart on Page 54 of the RFP, include and list all program services you propose that are to be funded by formula CSBG, CSBG ARRA, or non-CSBG funding.

Question: Can SETA post on its website or provide copies of past winning proposals?

SETA Staff: No, SETA cannot list past winning proposals on the SETA website. You can access that information by contacting Pattye Downing, 916-263-3838, to make an appointment to review past awarded proposals.

SETA cannot provide you with copies, but you are welcome to review the proposals and write down notes in an effort to assist your agency in understanding the standards and expectation for proposal quality.

Question: What exactly is meant by “accept fiscal liability” for funds awarded?

SETA Staff: In the event that an agency’s accrued costs are disallowed, those costs would have to be repaid to SETA with non-federal funds.

Question: Can you clarify the fringe benefits category? Does it include workers’ compensation, payroll taxes, benefits, etc.? Is this rate the average percentage of salary this total comprises?

SETA Staff: Yes, it can include all of the fringes listed in the RFP and can include others as well. To get the fringe rate for your organization, you would total all of your fringe dollars and divide that number by the total wage dollars to arrive at the fringe benefit percentage rate.

Question: **If your agency has not conducted an audit, are they still eligible?**

SETA Staff: Yes. Refer to the forms in Section III, Attachments 7 and 8, of the RFP. This section focuses on audit information and alternative documents that are acceptable to show that you are a good financial risk for funding.

Question: **Is there a limit on the fringe benefits percentage?**

SETA Staff: No, but it is evaluated as part of the evaluation process. If you come into the process at 100 percent fringe benefits' rate, then it may reflect as excessive to the reading/reviewing team.

Question: **Regarding equipment costs, can you provide examples of equipment that should be included in these costs? Also, what if new equipment costs come up in 2010 that were not accounted for?**

SETA Staff: Please be aware that SETA discourages the purchase of equipment with CSBG funding due to very limited funding. It is preferable that the funding is used to provide direct client services. If equipment is absolutely essential to the proposed program and you've justified its purchase in your budget narrative, you can find examples of equipment costs on the budget form in the RFP. Some examples would be computers, photocopiers, personal property items, etc. If new equipment costs arise that were not budgeted for in the original contract, you would need to contact SETA and possibly request a budget or contract modification for review and approval. There is no guarantee that your request would be approved.

The proposed budget or contract modification would need to be consistent with SETA's goals, the program's goal, and the original contract. If approved, the budget line item requested would be reallocated to another.

Question: **What would be examples of what is included in other costs?**

SETA Staff: Other costs could include various insurance coverage; for example, director's and officer's and student accident insurance. You can also include other miscellaneous costs that had not already been listed as another line item. There are extra lines on the form to indicate this information.

Question: We are in need of translation services for several clients in the under served communities. Can we use stipends to pay for translation services? If so, how can they be identified in the proposal's budget?

SETA Staff: You can pay for the cost of translation services as an allowable cost for these services for your clients; however, SETA would discourage the use of stipends. We would suggest that you add the cost of translation services to your Support Services budget.

SETA has a number of contracts with different community-based organizations, with many of those organizations represented in this room that have access to interpreting and translation assistance at a relatively low cost. These services are done by qualified individuals, those not paid on a stipends basis, but based on the actual cost of actual services performed.

Question: Can you please verify that a "family" includes one person?

SETA Staff: An individual that is only one person with no dependents is a family of one.

Question: What is the maximum amount of funds that can be allocated to an agency under each program? What is the maximum number of pages allowable in the proposal?

SETA Staff: Page 6 of the RFP lists the funding limits per service category that are the maximum amounts available in each category. In the past, SETA prefers to distribute funding in order to meet all the Community Action Board's (CAB) priorities. Funding one applicant for the maximum amount is not very likely.

The average funding amount has been \$40,000-\$50,000. It can be higher or lower. There is \$100,000 less CSBG funds available this year as compared to the previous funding cycle.

There is no maximum number of pages for the proposal.

Question: Does CSBG Recovery Act income guidelines only apply to CSBG ARRA funded programs?

SETA Staff: For the first nine months, the income guidelines are 200 percent of the Federal Poverty Income Guidelines for both CSBG formula and ARRA funding. From September 30-December 31, 2010, the guidelines would go back to 100 percent for CSBG formula funding, unless we hear from the state that it has changed.

Question: Will there be a predetermined percentage of youth versus adults eligible for ARRA services?

SETA Staff: No, there is not.

Question: Can you estimate how many proposals will be accepted for each category, and the dollar amount for proposals awarded?

SETA Staff: I cannot make an estimate. More applications are expected than we have had in the past, based on the number that attended at the Offeror's Conference.

Question: What is the age range for youth?

SETA Staff: There is no minimum or maximum age range for youth.

Question: Regarding the 200 percent Federal Poverty Income Guidelines, will something be published to assist us with our calculations?

SETA Staff: Yes. We already have that information printed and it will be provided to you. It can also be found on page 15 of the RFP.