

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

**Refugee Employment Social Services (RESS)
Targeted Assistance (TA)
PY 2008-2009**

**RESS/TA REQUEST FOR PROPOSALS
EVALUATION TEAM QUESTIONS**



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(916) 263-3804

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July 25, 2008

To: All Applicants of RESS and TA funds, PY 2008-09

Dear Applicant:

Thank you for applying for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds, program year 2008-09.

Please find attached, staff questions/concerns in regard to your proposal(s). Pursuant to section I, paragraph 14 of the RFP, applicants are expected to submit written responses addressing all of the published questions/concerns by the deadline of Wednesday, July 30, 2008, 5:00 p.m. Responses may be submitted to SETA in person or by mail (925 Del Paso Blvd., Sacramento), by fax to (916) 263-3918, or by e-mail to michelle@delpaso.seta.net.

Be advised that responses not received by the deadline noted above will not be considered.

Should you have any questions, please contact me at (916) 263-3868.

Sincerely,

Michelle Anderson
Program Officer
Contracts/Refugee Services Unit

Cc: Robin Purdy
Kathy Kossick
Roy Kim

“Preparing People for Success: in School, in Work, in Life”

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Asian Resources:

1. Please clarify your coordination with the Citrus Heights SWCC.
2. Please describe the job retention services you will provide.
3. For each proposed component, please describe the methodology used to derive and allocate personnel for this program.
4. For the VESL/OJT component, are you proposing 43 total participants or 50 total participants?
5. For the ES component, please clarify the number of PEST hours available to clients.
6. For the ES component, please describe the support services proposed.

Bach Viet Association, Inc.:

1. For the VESL/ES and ES components, please clarify your target population.
2. What services are offered at the Stockton Blvd. office?
3. Please submit a copy of your VESL curriculum or course outline.
4. Please describe the job retention services that will be provided.
5. Please describe your strategy to serve CalWORKs recipients and how you will assure their work participation hours are met.
6. Is the Janitor an employee of Bach Viet or an independent contractor?
7. For the VESL/ES and ES components, please clarify the support services proposed for this program.
8. For the ES component, please describe the methodology used to derive and allocate personnel for this program.
9. For the ES component, please describe the unsupervised employment services that will be provided.

10. For the ES component, please describe the quality of employers or jobs that will be utilized for placements.

Grant Joint Union High School District:

1. Do you provide an orientation and tour of a SWCC as part of your VESL curriculum?
2. Please identify the organizations that you coordinate with that provide social adjustment and cultural orientation services.
3. For the VESL/ES component, please describe the employment service activities you will provide.
4. Please clarify the support services proposed. The budgets only reflect transportation. The ES budget reflects no support services, but the narrative states that support services will be provided.
5. Please provide a copy of your approved Indirect Cost Rate.
6. Please clarify the “Conference” costs under the Other Costs sections in your budgets. What is the basis for the allocations?
7. For the VESL/OJT component, please confirm the average hourly rate per OJT. The budget reflects reimbursement at greater than 50% (\$6.00 per hour), but the narrative reflects reimbursement at 50%.
8. For the VESL/VT component, please describe in detail your strategy for ensuring that CalWORKs clients meet their work participation requirements.
9. For the VESL/VT component, please confirm whether your course approval comes from BPPVE or whether it comes from CDE.
10. For the VESL/ES, VESL/OJT, and ES components, please describe the job retention services that will be provided.

Hmong Women’s Heritage Association, Inc. (HWHA):

1. Please identify what SWCC(s) you will coordinate with.
2. Please identify the organizations that you coordinate with that provide employment services.

Lao Family Community Development, Inc.:

1. Please clarify your target population.
2. Please describe how you will incorporate a tour and orientation of a SWCC into the program.
3. Please describe the support services proposed for this program.
4. What counseling services will be provided by your program?
5. Please describe the Job Development/Placement assistance you will provide.
6. Please specify the staff proposed for this program that will be located in the Sacramento office.
7. Please describe the methodology used to derive and allocate personnel to this program.
8. A Customer Service Training Program curriculum was included in your proposal. Is this a component of your ES program? If yes, please explain the connection.

Opening Doors, Inc. (ODI):

1. Please identify the organizations that you coordinate with that provide employment services.
2. Please describe how you will address program deficiencies and implement corrective action, if necessary.

Sacramento City U.S.D. - Old Marshall Adult Education Center:

1. For the VESL/ES component, please clarify the number of participants to be served. Is it 100 or 118?
2. Please describe the strategy to motivate CalWORKs participants and family members to become self sufficient.
3. Please describe the special counseling that will be provided to address stress at a workplace.
4. For the ES component, please describe the job retention services that you will provide.
5. For the ES component, please describe how part-time employed participants will transition into full-time employment.

Sacramento Lao Family Community, Inc.:

1. Please describe the job retention services you will provide.
2. Please describe your strategy for job development and placement.
3. Please provide a copy of your VESL Curriculum or Course Outline.
4. For the VESL/ES and ES components, please describe the methodology used to derive and allocate personnel for this program.
5. For the ES component, please describe the support services you will provide.
6. For the ES component, please clarify the number of PEST hours proposed.
7. For the ES component, please describe the quality of employers or jobs that will be utilized for placements.

Sacramento Occupational Advancement Resources, Inc.:

1. Please provide the name of the staff co-located at the Rancho SWCC.
2. Who provides the VESL instruction?
3. Please clarify the number of staff allocated to this program and describe the methodology used to derive and allocate personnel to this program.
4. Please describe how language skills are assessed.
5. What are the dimensions of the classrooms?
6. Please identify the organizations that you coordinate with that provide social adjustment and cultural orientation services.
7. For the VESL/OJT component, are you proposing 24 total participants or 32 total participants?
8. For the VESL/OJT component, the Employer Services Representative is not reflected in the budget. Please explain.
9. For the ES component, please clarify your target population.
10. For the ES component, please describe the methods and techniques you will utilize to develop unsubsidized jobs.

11. For the ES component, please describe the support services that will be provided by your program.
12. For the VESL/ES and ES components, please clarify the number of staff allocated to this program and describe the methodology used to derive and allocate staff to this program.

Slavic Assistance Center, Inc. (SAC):

None

Southeast Asian Assistance Center, Inc. (SAAC):

1. Please identify the organizations that you coordinate with that provide employment services.
2. Please describe the assessment methods you will use to determine social service needs.
3. Please explain the “training” costs allocated in the budget.