Proposal Submission process

1. QUESTION: RE: Exhibit D2 Is it necessary or suggested to attach a Memorandum of Understanding with this form?

A: No.

2. QUESTION: Re: Exhibit E Do we need to leverage letters to support this form?

A   No.

3. QUESTION: Will the grant amount be listed on SETA's website once it is known or e-mailed out as part of the RFP

A   It will be posted on SETA's website.

4. QUESTION: Could you profile projects from past years to give a sense of appropriate scope in terms of numbers served?

A   Refer to SETA's website for a listing of current providers.

5. QUESTION: If you are not planning to serve youth under 18 years old do you have to have the Sexual Abuse Liability Coverage?

A   This coverage is required for providers serving youth 18 or under only.

QUESTION: Do the employers where the youth are placed have to have Sexual Abuse Liability Coverage?

A   No.

6. QUESTION: The Board is not meeting prior to submittal deadline. What are the procedures for providing the final Corporate Resolution?

A   Submit the Agenda for the meeting at which the resolution will be presented for adoption. Additionally, submit a declaration that the resolution will be presented to the board for approval prior to SETA announcing funding awards.

7. QUESTION: Who are Certificates and disclosures to be signed by? City Manager? Deputy Directors?

A   Contact Pattye Downing at 916-263-3838 and she can assist you with identifying authorized representatives.

8. QUESTION: References 13 of 19 "New/non-Seta funded only" do I need references?

A   All respondents must complete Exhibit D1 and D2

9. QUESTION: With joint ventures, can we still apply if the other partner did not attend the mandatory bidders meeting?

A   No.

Budget Issues

10. QUESTION: Does the program set a budget for the summer or for the year?

A: First year budget term is from June 1, 2009 to September 30, 2009. Second year budget term is expected to be June 1, 2010 to September 30, 2010. However, the second budget term is subject to change depending on the final rule of ARRA.

11. QUESTION: Between October 31, 2009 and May 31, 2010 there will be no budget, correct?
A   Yes.

12. QUESTION: In the past what is the typical amount awarded?
A: No information available as this is the first year for a stand-alone WIA summer program.
 QUESTION: What is the average cost to serve per participant?
A: No information available as this is the first year for a stand-alone WIA summer program.

13. QUESTION: How many youth are you looking to serve through this youth program?
A: Based on our estimated allocation, we hope to serve between 600 and 1,000 youth this summer.

14. QUESTION: Is there a maximum number of youth the agency can serve?
A   No

15. QUESTION: Is there a maximum amount of money an agency can ask for?
A   No

16. QUESTION: How much money is available overall and per organization?
A   Per organization – SETA is not stipulating that information. SETA has not received the final allocation of available funds but at the present time, SETA estimates that approximately $1.5 will be available for 2009 summer employment services.

17. QUESTION: Is there a maximum amount or percentage allowed for indirect cost?
A: Appropriate indirect costs are not determined by SETA. Indirect approval letters from the cognizant agency must be submitted to SETA.

18. QUESTION: We are a federal agency program and are waiting to hear from our head quarters in Washington D.C. if we will be implementing our Summer of Service Program this year. If selected for this grant must we operate our program for both program years, or can we opt for PY 2010 only?
A: SETA is making funding recommendations for this program year with the option to extend to 2010 based on funding and performance.

19. QUESTION: For equipment costs can you define non-fixed assets?
A: Refer to the OMB and the SETA budget forms. Page B of SETA budget form: "Fixed Assets are equipment (non-expendable personal property) with an acquisition cost of $5,000 or more per unit and a useful life of more than one year."

20. QUESTION: Is it an advantage to have businesses and employers who are willing to spend money on a portion of the wages?
A: Yes, if an employer wants to employ youth without subsidy – that is great!

21. QUESTION: Are there any limitations to other costs?
A   There are no limitations to other costs. However, remember, this is a competitive solicitation; therefore, all cost will be evaluated and compared to other competing applicants and historical costs for like services.

22. QUESTION: Can we pay/offer more than $8.00 per hour?

A   Yes, if your budget or leveraged costs allow for this.

23. QUESTION: If a T.B. skin test or fingerprinting are required (over 18 years old) will they be covered with funding?
A   The cost is allowable and would be reflected under other participant costs in the Budget and Cost Allocation Plan.

24. QUESTION: Can a portion of funds be used to provide childcare services to parenting youth (in addition to training, subsidized employment?)
A   Yes, if this is a part of your program design.

Definitions
25. QUESTION: Explain "methods" to determine eligibility for disadvantaged kids?
A: It is expected that youth service providers know how to collect information on youth demographics. Unless otherwise stated, the income eligibility will be the standard WIA eligibility requirements listed on the SETA website (& distributed at the Bidders Conference.) SETA will provide funded organizations training for specific eligibility requirements and documentation.

26. QUESTION: Is there an advantage to doing more services or activities?
A: That is an individual program decision.

27. QUESTION: Is there an advantage to have more staff ratio per child?
A: That is an individual program decision; however, the funding will be based on appropriate and justified costs.

Geographic areas
28. QUESTION: Is there an advantage to covering a wider geographic area? (i.e., all zip codes, ½ zip codes, or only 2 or 3 zip codes)
A: No

29. QUESTION: Can one agency serve more than one zip code?
A: Yes

Programmatic Issues:
30. QUESTION: Can a non-profit create an employment site where the youth will work? In other words, the training and the employment activity would be led by the non-profit employer.
A: To utilize a youth to fill a position already in existence would be a conflict of interest. Likewise, to create a position for a youth to fill would also be a conflict of interest. However, if you are proposing a Community Service Project, youth can be paid wages by your organization for their participation in the project.

31. QUESTION: How many participants per case manager?
A: Programs would determine that information based on need.

32. QUESTION: Is this a stand alone program?
A: Yes, this portion of the WIA/ARRA funds is specifically for summer youth employment services.

33. QUESTION: Academic Enrichment - Please define what outcomes are expected?
The outcomes for Academic Enrichment have not been established.

34. QUESTION: As it relates to Academic enrichment can this be a weekly work experience workshop held at an accredited high school?

A: Yes.

35. QUESTION: Are all youth required to participate in Academic Enrichment Services?
A: No. If appropriate, Academic Enrichment would be provided to youth who have insufficient credits for graduation, are basic skills deficient, or who are in need of a GED for high school completion.

36. QUESTION: Does the agency have to have a percentage of in-school and out of school youth?
A: This is not the year-round Individualized WIA program. There is no designation about school status.

37. QUESTION: Can students who participate in the summer youth program be recruited to engage in the 09-10 WIA out of school program?
A: Yes

38. QUESTION: Would our organization have any say in who we hire? For example, we would like to draw from the high school near our site.
A: Yes, it is up to the funded providers to conduct recruitment activities and screen applicants. However, unless stipulated by SETA, the recruitment events will be held at the Sacramento Works Career Centers.

39. QUESTION: Can recruitment target a specific demographic, such as homeless youth, ages 18-21 or parenting youth?
A   Yes.

40. QUESTION: Can we select the age range for participants or do we need to be sure the program is open to the entire age range of 16-21?
A   The program may select specific age ranges to be served.

41. QUESTION: Can we recruit a different number for students for PEST (pre-employment skills training) and employment/community service?
A   Yes. However, all youth must participate in PEST and employment activities.

42. QUESTION: Please explain the SMARTware software?
A   SMARTware is the client tracking and case management system used throughout the Sacramento Works Career Center system youth and adult programs. Funded programs will be trained in the use of SMARTware. All documentation of services is kept in the SMARTware system.

43. QUESTION: Who provides case management and for how long?
A   Case management is provided by the lead agency for the duration of the program.

44. QUESTION: Do we provide follow-up until they graduate if they are 16 or 17 years old at enrollment?   QUESTION: Will summer program participants be in the follow-up program?
A   This is not the WIA Individualized program. SETA has not received guidelines about specific program design and follow-up issues for the ARRA/WIA funding.

45. QUESTION: Are the summer youth to be "carried over" into the year round program?
A   This funding is for the summer portion of the ARRA/WIA allocation. Per the RFP, SETA reserves the right to negotiate for ongoing year-round services with the ARRA/WIA allocation.

Youth payroll issues

46. QUESTION: What if youth do not have and cannot get a Social Security Number?
A: All youth that participate in the Summer Youth Program must provide right to work documents, including a Social Security Number.

47. QUESTION: Can payment be a stipend or must it be at minimum wage of $8.00 an hour?
A: Yes. SETA is reviewing the options of wages or stipends.

48. QUESTION: Who is the employer of record? Is it SETA or the company where the youth works?
A: The employer of record will be the provider or, if appropriate, the employer site.

49. QUESTION: When and where will youth pick up their checks?
A: SETA will be coordinating payroll disbursements with the funded providers.

50. QUESTION: How would time sheets be delivered to SETA? Would that be the responsibility of the funded providers?
A: Per Section II, Page 10, respondents need to demonstrate their ability to coordinate the payroll process. Funded providers will be trained in the detailed aspects of SETA's payroll process.

51. QUESTION: Whose time sheets would be used?
A: SETA will provide a standardized timesheet to funded providers.

52. QUESTION: Is there a minimum and maximum number of hours a youth can work during the week under this RFP? Would the programs have flexibility in the number of hours and the number of days youth would work at our site?
A: The number of work hours and days assigned should be based on age and ability of youth, in keeping with Child Labor Laws and must not exceed 40 hours/per week.