**Sacramento Employment and Training Agency**

**Community Services Block Grant**

**Offeror’s Conference 8/12/2019**

**Questions and Answers**

1. **If our agency Board meets after the RFP deadline, how should we handle the Board’s resolution?**

The applicant organization should prepare some type of letter (preferably on their organization’s letterhead) which includes the following information:

* the actual date when their Board will meet and vote on approval to enter into this CSBG RFP; and
* identifies an authorized person’s printed name and title with their signature.

The above document will serve as a pending resolution to include with their proposal.

1. **When you say one signed copy, does it mean a “hard” copy or is an electronic signed copy okay?**

The one signed copy of the proposal may either be submitted electronically, as a PDF, or delivered as a “hard” copy. The signed copy does not have to be a “hard” copy.

1. **For targeted areas, does that mean the entire City of Sacramento or specific targeted city neighborhoods?**

Certain target areas listed in the RFP are parts of the City of Sacramento. Proposers may choose to focus only on those sections of the City, or they may choose to broaden their approach to the entire City of Sacramento. Regardless of which target areas are chosen, delegate agencies chosen for funding serve eligible participants from anywhere in Sacramento County.

1. **Are the proposal responses single or double-spaced?**

This is not specified in the RFP, so either is acceptable.

1. **The current response format is PDF, while fiscal forms 2-6 are word documents. Should our responses be kept as is?**

If the proposal is submitted electronically, it should be submitted entirely as a PDF.

**On page 59, the “Proposal Assembly Order” lists Responses 1-5 (to be presented in numerical order). Do you want Response 6 included in that? If not, where should it be placed in the assembly order?**

Response 6 is to follow Response 5 in the Proposal Assembly Order; the instructions in the Proposal Assembly Order should have read, “Responses 1-6”.

1. **Will a customer enrolled in CSBG be able to co-enroll in the 201 grant, and how will the measure of success be tracked?**

Customers are encouraged to co-enroll in the 201 grant and in CSBG services. Support services listed on the CSBG monthly reports must be limited to those charged to the CSBG program, and the same would hold true for support services charged to the 201 grant in WIOA documentation. Because CSBG-enrolled customers arrive at a Sacramento Works America’s Job Center (SWAJC) with the support and guidance of a CSBG case manager, it is appropriate to document success related to employment on the CSBG monthly reports for the duration of their enrollment in the CSBG program.

1. **On the budget document it requests *totals* for each component, including sources outside of CSBG funding listed in the total column, is that correct?**

For each line item the actual total cost should be listed with the appropriate CSBG percentage. The cost multiplied by the CSBG percentage would give the total CSBG amount. All line items in each section would then be added to reach the total for that section. Therefore, the only amounts included in the totals are CSBG funded amounts and there should not be any amounts from outside sources.

1. **Do you want the full cost of the rent of the entire agency, or the percent that CSBG funded or total being charged to CSBG funds? – direct or indirect cost coming from CSBG.**

Please list the full cost of the rent of the agency, along with the percentage that is proposed to be charged to CSBG funds.

1. **What indirect rate is available if we do not have a letter from a cognizant agency?**

A de minimis rate of 10% of the modified total direct costs (MTDC) can be used. The

Subrecipient must never have received a prior approved indirect cost rate. Once elected, the de minimis rate must be used consistently for all Federal awards.

1. **What average budget size do you anticipate? If you do not know, what was the average budget last program year?**

The budget sizes for delegate agencies vary greatly with the proposed programs submitted for a given funding period, and depends on the type and level of service proposed. Under the Public Information section of the SETA website, past CSBG funding recommendations may be viewed.

1. **Is the budget for two years or one year?**

CSBG funds are awarded for a one-year contract, renewable for a second year. Proposing agencies should complete the RFP budget forms to reflect one year’s expenditures.

1. **Can providers see past performance prior to scoring?**

SETA CSBG recommendations for Plan Year 2018/19 can be reviewed on the SETA website, under “Public Information”. We do not share past performance reviews with providers prior to scoring, but performance indicators would have been made available through prior years’ monitoring results which are made available to provider agencies. CSBG performance reports in the Community Action Board packets can be reviewed on the SETA website under “Board Operations/Board Agendas”.

1. **Do agencies submit a proposal/budget every year?**

CSBG programs are awarded a one-year contract, renewable for a second year. It is not necessary to submit a proposal for the second year; funding for the second year is contingent upon successful performance the first year, and may be revised as a result of shifts in federal funding allocations or regulations. Proposing agencies should complete the RFP budget forms to reflect one year’s expenditures.

1. **How many awards do you anticipate for each program type (FSS, YSS, SN)?**

Estimated funds have been divided between FSS ($330,000), YSS ($185,000), and SN ($330,000), and are based on the current federal funding allocation to SETA. The number of awards will be determined by the number of successful proposals per funding category, balanced against the proposed budgets for those agencies. Past CSBG awards may be seen by reviewing the Public Information section of SETA’s website.

1. **Regarding entities are providing services other than the proposers in Response 1, do we list the name only?**

The purpose of asking for entities providing similar services, in Response 1, is for the proposer to show that their agency is providing a unique service, and is not already being provided by other agencies/organizations to the target population.

1. **Can one proposal include two programs?**

One agency can propose to offer multiple programs; however, Family Self-Sufficiency, Youth & Senior Supports (two separate proposals if responding to the youth and the senior support programs), and Safety-Net programs must be submitted as separate proposals.

1. **In the proposal, should it include all different components such as case management, workshops, and training? – do we have to cover all areas, or can we pick and choose?**

Case-managed programs (meaning, FSS and YSS programs) need to include all elements of case management, listed on pages 7 and 8, as part of their programs. Proposals can pick and choose other elements that fit the parameters of the program they present.

1. **If an agency has multiple SETA contracts, including prior CSBG, which contracts will be considered in past performance?**

All SETA contracts will be considered for the past performance evaluation.

1. **Form 3 for FSS Programs: if impacted in more than one area, including housing people with disabilities, do you only request projections in one category?**

If the proposing agency feels that they can meet the needs in multiple areas, it is allowable that more than one projection category be selected. If the proposer feels that projections may be met in one category by some customers, but separate projections may be met by customers in the same program, multiple projection categories may be selected. It is not required that multiple projection categories be selected.

1. **How can an agency distinguish between incentives and support services?**

Incentives are rewards for achieving specified goals or benchmarks; support services are provided when a participant has an unmet need, perhaps on an emergency basis, such as food or assistance with rent/utilities/transportation.

1. **Can an incentive be a gift card or cash?**

Incentives must be provided in the form of gift cards or vouchers; cash is not approved as an incentive.

1. **How will safe & stable or healthy life be determined as a positive outcome for FSS?**

The section in Form 3, which addresses programs focused primarily on people with disabilities, requests the projected number of individuals who demonstrate improved mental and behavioral health and well-being. This would be self-reported by the participant, based on goals established by mutual agreement between the participant and case manager, or by criteria established as successful outcomes. It is dependent on the outcomes which the proposing agency articulates for its program.

1. **Would you like systemic barriers (attributes) identified by case?**

This RFP does not require projections for the identification of systemic barriers or for addressing the manner in which this is addressed on a case-by-case basis. It asks for the proposer’s understanding of these issues, and experience in addressing them among the target population.

1. **Form 3: Would you like carryover numbers to be uniquely mentioned?**

Carryover numbers do not need to be uniquely mentioned in the projections. Projected enrollments may include enrollments from the previous year for continuing CSBG delegate agencies which propose identical program outcomes. This is because households are counted once per calendar year if they are enrolled for the current year, *whether or not* they were enrolled the previous year. However, any deliverable projection (employment, obtaining housing, or avoiding recidivating event for 180 days) must take place during the current calendar year in order to be counted in that year.

1. **Regarding the systemic barriers: I’m excited to see this, but systemic change is a big deal, which can’t be resolved in a year with a $50,000 grant. Do you want us to discuss that we’re cognizant of systemic change, or to show how we address systemic change?**

We do not anticipate that agencies will be able to resolve systemic barriers that have endured for generations on the basis of a $50,000 grant. The question in Response 6 asks for the proposing agency’s awareness of these issues, and how the agency addresses or may address such issues by providing specific examples.

1. **Do we have statistics or research on systemic barriers?**

There is a large body of research on this topic, and statistics/research would vary depending on the target population to be served.

1. **Do we have a rubric for a happy/stable lifestyle?**

The section in Form 3, which addresses programs focused primarily on people with disabilities, requests the projected number of individuals who demonstrate improved mental and behavioral health and well-being. The proposal should outline the specific health and well-being outcomes being sought, and how those might be assessed; outcomes might be a combination of participants’ self-reporting and objective results.

1. **Do you have a map of the target areas?**

No, but the target areas are listed in the RFP: Lemon Hill, North Sacramento, Parkway, North Highlands, Florin, Arden Arcade, Foothill Farms, Sacramento City, La Riviera, Galt, and Carmichael. These are established Census-Designated Places as identified on the U.S. Census website’s American Community Survey section. Additional information about these target areas can be found in the SETA 2020-2021 CSBG Community Action Plan, available in the Public Information section of the SETA website.

1. **Please note:** Marianne Sphar’s email address is listed incorrectly on page 58 (last page of attachment #10) of the RFP. Her correct email address is [Marianne.Sphar@seta.net](mailto:Marianne.Sphar@seta.net).