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| Sacramento Employment and Training Agency (SETA)/Sacramento Works Youth Committee – Proposers Conference Notes  **Friday, February 8, 2019 – 9:30 a.m. to 11:30 a.m., SETA Del Paso**  **Attending:** Asian Resources, Inc; Bridge Network; California Human Development AJCC Galt; City of Sacramento; Crocker Art Museum; Crossroads Diversified Services; Elk Grove Adult Continuing Education; Folsom Cordova Community Center; Goodwill Sacramento Valley and Northern Nevada; Greater Sacramento Urban League; Improve Your Tomorrow; International Rescue Committee; La Familia Counseling Center; Lao Family Community Development; North State Building Industry Foundation; Resources for Independent Living; ResCare Human Services; Sacramento Chinese Community Service Center; Sacramento City Unified School District; St. John’s Program for Change; Waking the Village  **SETA Staff**  Roy Kim/Deputy Director; Terri Carpenter/Youth Manager; Becky Hansen/Youth Supervisor; Marianne Sphar/Insurance; Heather Luke/Contracts; Corey Lagbao/Prequalification; Mary Bonanno/Fiscal  Terri Carpenter welcomed those attending and introductions were made. Ms. Carpenter distributed a handout to the group (*WIOA Fact Sheet*).  A PowerPoint of the WIOA Youth Services Request for Proposals (RFP) was projected on two screens and printouts were on‑hand. Ms. Carpenter encouraged all attendees to ask questions as each section of the RFP was presented.  The following specific questions were asked:  **Q1** How will the proposers know when their submissions are received at SETA?  A1 A receipt e-mail will be returned to the proposer. However, please keep the submission deadlines in mind, and send in the prequalification requirements before 4:00 p.m. on Thursday, 02/28/19; and proposals before 4:00 p.m. on Thursday, 03/21/19.  **Q2** Will the original submission time be kept if the proposal needs editing?  A2  In the event that the prequalification requirements and/or proposal require corrections or additions, they can be withdrawn, edited, and resubmitted with a new timestamp. Again, please file early with the deadlines in mind (refer to the Planning Calendar).  **Q3** Will there be limitations that proposers must follow at the Presentation to the Youth Committee meeting on Friday, April 12, 2019?  A3  Each proposer will have up to five (5) minutes to make a presentation of their program. The presentation can be oral, handouts/lists, or PowerPoint; and can be an overview or highlights of important aspects of the program’s design during the allotted five (5) minutes.  **Q4** Will all proposers in attendance on April 12 make a presentation; if not, how will proposers be chosen?  A4  All proposers may choose to make a presentation to the Youth Committee. An agenda and a timed schedule will be composed and distributed.  **Q5** How many service providers are expected to be selected and funded under this Youth RFP?  A5  Eleven (11) service providers were funded during the last procurement in 2016.  **Q6** Under recent Youth grants, what was the ballpark average amount received by each service provider?  A6  For IS youth, approximately $184,340; and for OS youth, approximately $190,600.  **Q7** Must all proposers submit references as some providers don’t have a direct history with youth services?  A7  Proposers who are currently funded by SETA do not need to submit references. Only proposers who have not received funding from SETA must provide references (see page 85 and Exhibit C).  **Q8** For how many years does the proposer need to submit an annual budget?  A8  Only for the first program year (July 1, 2019 to June 30, 2020).  **Q9** Should the proposals be bound, or 3‑hole punched in a binder?  A9  The proposals should not be in a binder or stapled nor in any way bound. The proposals can be paper/binder clipped or rubber banded.  **Q10** Can youth being served in the program be trained by an existing partner if that partner is not part of the providers grant?  A10  Where the existing partner is not a subcontractor, and there are no costs attached to the services provided by the partner, the youth can be trained by an existing partner. The initial grant amount will not be increased and providers are encouraged to seek out partnerships that provide expertise leading to positive outcomes.  **Q11** Can a proposer submit prequalification documentation separately, apart from a joint partnership?  A11  A joint/limited partnership differs from subcontracting. If the proposer is part of a joint/limited venture or partnership, then all parties need to apply separately and be prequalified separately. A subcontractor (i.e., a partner for expertise) is part of the proposer’s contract and need not separately prequalify as part of the contract.  Also, the focus of the grant is to serve youth‑at‑risk, mainly unemployed out‑of‑school youth not in training, and subcontracting is allowed to provide enhancements to the service provider’s program. SETA has insurance requirements that are triggered when a subcontractor is utilized.  **Q12** Should the provider’s training plan list non-career courses, such as financial literacy, even if this segment is subcontracted?  A12  Yes.  **Q13** Can staff time in the budget proposal be included in the 20% allotted for work experience costs?  A13  Yes. Generally, if the costs allotted relate to worksite development or management of youth while placed in the paid work experience.  **Q14** Is 75% of the budget proposal to out-of-school services fixed or variable?  A14  WIOA requires that a minimum of 75% of funds be allocated to out‑of‑school youth services. |
| **Q15** What kinds of supportive services can be included in the proposed budget?  A15  Anything that helps the youth obtain or keep a job can be listed in the proposed budget (i.e., transportation, appropriate or required clothing). Supportive services are not included in the 20% paid/unpaid work experience allocation.  **Q16** To clarify, are wages and staff time included in the 20% allocation for work experience?  A16  Yes; wages paid to the youth and the staff time to develop the worksite and manage the youth while in the paid work experience placement, count toward the 20% expenditure requirement.  **Q17** How long should a youth be out-of-school before program services can be provided to him/her?  A17  The youth need only be out‑of‑school (i.e., not enrolled in a school) at the time of enrollment.  **Q18** Do youth who receive a diploma from home study or independent study qualify for the program’s services?  A18  Yes; as long as the diploma was issued by an accredited school.  **Q19** Is there a minimum amount of time youth need to participate in the program before they can exit?  A19  When all elements of the provider’s program are appropriately met, then the youth can be exited. The Program Year is a one‑year timeframe, July 1 –  June 30. No carryover funds exist across program years.  **Q20** Is the aim for 300 paid work hours (average) a negotiable goal?  A20  The number of hours for planned work experience is up to the provider. Generally, the standard is at least six weeks to provide adequate training time on the job, and the longer a work experience opportunity lasts improves retention outcomes.  **Q21** Is there a way to ask additional questions that may come up when completing the prequalification requirements section of the RFP?  A21  Proposers should complete Section III carefully after reading the instruction pages. As questions arise, note them to the side and contact Corey Lagbao, Prequalification, to go over the answers at one time. This can be done via e‑mail or by phone, keeping in mind the submission date of 4:00 p.m., Thursday, February 28, 2019.  **Q22** On the Cover Page in Section IV, what number should be in the “Total # Served” box?  A22  The number of youth served during the one year program should be entered.    **Q23** When we’re completing the Demographic Chart can we list more than one ethnic group under the other column?  A23  Other ethnic groups to be served can be listed; however, proposers should focus on high-risk zip codes and identified youth populations put forth in the grant to provide services based on their program design.  **Q24** Are undocumented out-of-school youth eligible to participate in the program?  A24  Right to Work (RTW) documents (i.e., valid U.S. passport, CA driver’s license, social security number, naturalization papers, etc.) are required to legally work. Undocumented youth who do not possess RTW documentation are ineligible to participate in the program.  **Q25** Are there limits on how many words can be used to answer a question, or how many pages the proposal can be?  A25  No; answers and proposal pages are open ended.  **Q26** As a practical matter, how precise should references of supporting statistical data or any other sources be in the proposal?  A26  Formal footnoting formats are not required. However, the proposer must annotate when and where a reference occurs in the proposal and detail all sources of statistical data and printed or electronic media information quoted in the proposal.  **Q27** Will a provider be dinged for delivering a course of training that does not result in employment for a particular youth who is uncertain or unprepared?  A27  A provider should practice techniques that evaluate the paths a participant might take to obtain a job, return to school, or enhance their personal/social skills. The desired outcome of employment requires substantial work, but the ultimate goal remains career opportunities for the youth. Other positive results are a part of successful training and are not punitive to the provider.  **Q28** How detailed does the overall training plan and/or each part of the plan need to be?  A28  The proposers were referred to Page 91, Section IV, to use as the guide to layout their objectives and specifics for their training plan.  **Q29** Should a course curriculum for the training be attached to the proposal?  A29  This could be done; however, proposers must still describe their course of training and work elements in the proposal. When the proposer uses an existing course of training, then a curriculum outline should be attached to the proposal.  **Q30** How much documentation and information is needed to demonstrate former effectiveness with a partner or other agencies – scope of activities, formal MOUs, other?  A30  Documentation that demonstrates and explains an association with a former or current partner could be submitted with the proposal. The documents or descriptions should include how long the partners have worked together, details about the specific work roles/responsibilities, and the outcomes of the partnership.  **Q31** Is the only benchmark for provider performance “Exited and Employment”, or are enrollments and completions of the program considered?  A31  Exited participants who become employed is a performance measure that stretches past the end of the provider’s program year. Concentrated efforts to recruit, train, employ and enhance Out-of-School at‑risk youth are the provider benchmarks based on their one‑year program.  **Q32** Can a provider retain or carryover participants past the one-year program to increase the placement performance numbers?  A32  No; participants are funded in one-year program intervals under this grant. If a participant exits the program needing to complete employment or school requirements occurring past the program’s end date, the participant outcome is tracked in follow-up but he/she is not re-enrolled in the program. During the course of the provider’s one-year program, there are benchmarks to meet that keep the participant’s services on track. Having met these, performance is counted for that one‑year program even when it’s completed after the end date.  **Q33** Can a proposer submit their performance in meeting SETA benchmarks where they’ve participated in another program?  A33  Yes; if the proposer wishes to share prior years SETA performance data, it can be included in the proposal.  **Q34** Are weighted metrics used for a participant’s type and length of employment?  A34  The result of employment is always a positive outcome. The quality of that employment is a separate measure often dependent upon circumstances not in the provider’s control. The goal is longer term placements offering opportunity for advancement and retention.  **Q35** Can Exhibit D, Section IV, be used next grant year if there are no updates?  A35  Yes.  **Q36** When listing funding sources for the proposal, should the calendar year 2019 or 2020, or the program’s year, be used?  A36  Use the calendar year for listing of funding sources.  **Q37** Must proposers use Exhibit G, Section IV, to submit their training and/or work plans for this RFP?  A37  Yes; Exhibit G adds consistency to all of the submissions and provides an outline to add all information requested.  **Q38** What documentation is needed for Indirect Costs?  A38  Submit a letter from the Federal agency that issued the approval. If the contract is with a school district, SETA Fiscal can get the requested information and the proposer does not need to submit a letter.  **Q39** If a proposer does not already have a letter from the Federal agency that approved the indirect rate, does he/she need to request the letter?  A39  Yes; if the contracting agency is not a school district, ask the funding agency for an approval letter.  **Q40** Is there a wage requirement when making a placement?  A40  Use the current State minimum wage.  **Q41** Is the 20% of allocated funds towards work experience only for office staff?  A41  Actual personnel and WEX costs are included in determining the 20% funding requirement allocated to work experience.  **Q42** Are youth enrolled in this program excluded from participating in another program that provides additional services?  A42  No; there are no exclusions against youth properly co‑enrolling in other programs as long as the services provided are not duplicative.  **Q43** Are there additional steps a subcontractor needs to take, such as different prequalifying requirements, to work on a funded program?  A43  No; however the subcontractor must qualify for insurance, and depending upon the work being done, further review may be undertaken at that time.  **Q44** If an enrollee is electronically carried past the end date for the one-year program, does the funded money continue until the enrollment is complete?  A44  Funding is for a one-year period and unspent funds will be recaptured at the end date of the one-year period.  **Q45** Can providers serve junior college students (18-24) if they’re included in at‑risk youth categories or a youth (16-18) not enrolled in high school?  A45  College students, 18 to 21 who meet WIOA program eligibility requirements, can be served under In‑School Youth services. Youth, 16-18 years of age not enrolled in school, who meet WIOA program eligibility, can be served under Out‑of‑School Youth services.  **Q46** Does Paragragh (b), Page 8, Section I, permit a proposer to submit other evidence of prior performance?  A46  Yes; please submit.  **Q47** Is there a suggested format to record ethnicity under “Other” on the Demographic Charts, page 81, in Section IV? Are percentages acceptable if multiple ethnicities exist?  A47  Yes; please be specific where possible by using descriptive language instead of percentages.  The Sacramento Works Youth Services Proposers Conference ended at 11:20 a.m.  **Attachments:**  SETA WDD Youth Directives **(*Ctrl button+left click*)**:  Eligibility and Enrollment for WIOA OS Youth  [**http://www.seta.net/app/uploads/2018/06/Policy-on-Eligibility-and-Enrollment-for-WIOA-Out-of-School-Youth-WDD-3.pdf**](http://www.seta.net/app/uploads/2018/06/Policy-on-Eligibility-and-Enrollment-for-WIOA-Out-of-School-Youth-WDD-3.pdf)  Eligibility and Enrollment for WIOA IS Youth  [**http://www.seta.net/app/uploads/2018/06/Policy-on-Eligibility-and-Enrollment-for-WIOA-In-School-Youth-WDD18-2.pdf**](http://www.seta.net/app/uploads/2018/06/Policy-on-Eligibility-and-Enrollment-for-WIOA-In-School-Youth-WDD18-2.pdf)  Youth Program Enrollment Levels  [**http://www.seta.net/app/uploads/2018/06/Youth-Program-Enrollment-Levels-WDD-7.pdf**](http://www.seta.net/app/uploads/2018/06/Youth-Program-Enrollment-Levels-WDD-7.pdf)  Customer Tracking-Case Management for WIOA Enrolled Youth  [**http://www.seta.net/app/uploads/2018/06/Customer-Tracking-and-Case-Management-Activities-for-WIOA-Enrolled-Youth-WDD-6.pdf**](http://www.seta.net/app/uploads/2018/06/Customer-Tracking-and-Case-Management-Activities-for-WIOA-Enrolled-Youth-WDD-6.pdf)  Reporting Youth Performance  [**http://www.seta.net/app/uploads/2018/06/Guidelines-for-Reporting-Youth-Performance-Indicators-WDD-5.pdf**](http://www.seta.net/app/uploads/2018/06/Guidelines-for-Reporting-Youth-Performance-Indicators-WDD-5.pdf)  Work Experience - WEX  [**http://www.seta.net/app/uploads/2018/06/Work-Experience-WEX-WDD-1.pdf**](http://www.seta.net/app/uploads/2018/06/Work-Experience-WEX-WDD-1.pdf)  Sacramento Works, Inc. - Critical Occupational Clusters:   * Advanced Manufacturing * Clean Economy * Construction * Education and Knowledge Creation * Food and Agriculture * Health Services * Information and Communications Technology * Life Sciences   For additional information on Occupational Forecast and Occupational Clusters, visit:  [**www.careergps2.com**](http://www.careergps2.com) | |