American Recovery and Reinvestment Act/
Workforce Investment Act
Phase I - First Offeror's Conference Questions

1. What percentage of the funding is allocated to each program?

   A: We have not yet determined how much of the funding will be allocated to each activity or to each funding cycle. We have estimated that the average award will be $300,000.Organizations/agencies/intitiutions should develop projects based on an identified need and their ability to carry out the project. Some projects could be completed with a $20,000 grant while other projects may need more. Allocation of funds for each activity and funding cycle will be based on the applicant's ability to meet the evaluation criteria and the number of quality proposals received.
2. Does a proposal have to incorporate all of the programs, or can it be one or the other?

   A: An applicant can apply for Occupational Skills Training in Critical Occupations, Workplace Training/Job Creation, or Business Development and Innovations. Each applicant must submit a separate proposal for each activity.

3. What roles are reserved for the one-stops?

   A: The Sacramento Works One-Stop Career Centers will receive a separate allocation to increase scholarships that will be used to provide training and supportive services to jobs seekers. All recruitment and eligibility determination for proposals funded through the Recovery Act will be completed in collaboration with the one stop career center system. Ongoing coaching and supportive services will be available to customers enrolled in Recovery Act programs through the one stop career center system.

4. Is an apprenticeship program considered ETPL qualified?

   A: Apprenticeship programs can be nominated to the State of California's Eligible Training Provider List (ETPL). To apply for inclusion on the State's ETPL, applicants can access the application from Seta's website at www.seta.net, EDD's website at http://etpl.edd.ca.gov/wiaetplind.htm or contact Margie Schirling at 263-4107.

5. How does paragraph E(3) on page I-6 of the RFP differ from the Critical Occupational Cluster listed on page I-4 of the RFP?

   A: The Critical Occupational Clusters approved by Sacramento Works, Inc. are listed on I-4 of the RFP. Wherever there is a reference to critical occupational clusters, they refer to these. For details on specific occupations included within each cluster, check the SETA website at www.seta.

6. What are the program duration maxes (how long and how frequent)?

   A: The program duration is up to each applicant. SETA is requesting a 1 year, 12 month budget and timeline.

7. On Required Response format (III-2) can the applicant check both Dislocated Worker and Low Income Adult?

A: Yes. Applicants must indicate all proposed target groups to be served. When making funding recommendations, staff will designate funding from the Recovery Act Dislocated Worker or Adult funding streams for each recommended proposal.

8. What if clients' demographics change as more professionals are laid off?

   A: SETA will ask successful proposers to record the demographics of the target population as they are enrolled in their program.

9. This is a fluid population who may not show up consistently at career centers. May they do job search alone or on the internet?

   A: The Recovery Act funding provides intensive/training services to job seekers. Job seekers who are in need of job search can use the career center services or go on-line; however, they will not be enrolled in the Recovery Act programs (unless they need a more training

10. Define "career ladder"?

    A: Career ladders refer to a progression of jobs, combined with training, that lead to advancement, higher wages, and self-sufficiency. A good example of a career ladder can be found in nursing where individuals can begin as a Certified Nursing Assistant and, with education and experience, advance to a Licensed Vocational Nurse and then to a Registered Nurse. Another example can be found in apprenticeship programs where entry level workers are provided classroom instruction and hands-on training and progress to a journey level position earning higher wages.

11. Is there an expectation that the jobs created provide "laddering" or is the goal that the jobs be "launch pads", system-wide, for associated growth opportunities?

    A: The goal is to provide employment for unemployed workers that are good, family sustaining wages. This can be done with a model that takes an unemployed individual and prepares for a career ladder that results in higher wages, or it can be an occupational skills training program in a high-wage occupation that provides placement in high wage, self-sufficiency jobs.

12. What role(s) can the faith community play under this RFP?

    A: The faith community can propose any one of the activities listed in the RFP, can refer job seekers to funded proposers for training, or can collaborate with funded programs to provide support services.

13. Does entrepreneurial training fit within this framework?

    A: This RFP is soliciting Business Development and Innovation activities that result in job creation. The traditional model of entrepreneurial training, with workshops and business planning seminars, will not be funded through this RFP.

14. Define "Recent Contactors" of SETA?

    A: Any organization that has been funded by SETA within the last 2 years.

15. Are hospitality industry employers eligible to use Recovery Act funds for worker development to enhance trade skills or otherwise advance workers' skills?

A: The Recovery Act funds are not intended to target incumbent workers. Participants in Recovery Act funded programs must be unemployed adults or dislocated workers. Employers seeking to train unemployed adults for jobs in the hospitality industry could apply for Recovery Act funds, but would need to show a career ladder that leads to self-sufficiency jobs.

16. Will SETA make recommendations for partners for the proposal based upon similar interests, resources, and populations served?

    A: No. Applicants must make their own linkages and partnerships.

17. If proposer relies on SETA and Sacramento Works Career Centers for staffing and resources, who is the contact for acquiring much of the information reviewed in the required response section?

    A: Except for a collaboration with the Sacramento Works One-Stop Career Center system for outreach, eligibility and support services, applicants should not rely on SETA or Sacramento Works Career Centers for staffing and resources.

18. Can an individual be part of a SETA project providing services for a dislocated worker population that needs more support, resources, and staffing from SETA? Would SETA consider hiring a consultant to provide services for a specific dislocated worker population?

    A: Not through this RFP

19. Reference to Terms of Subgrant - This section states that the term begins July 1, 2009. Is this correct, or does the Phase 1 term begin August 1, 2009? Do proposers need to complete a budget with a start date of July 1 or August1?

    A: All applicants are required to complete a 12-month budget beginning July 1, 2009. Programs may not start until August 1st. Budgets for successful proposers will be adjusted, accordingly, for inclusion in contracts.

20. Does an applicant submit their Organizational Chart as an attachment? If so, where does it go?

    A: All organizational charts should be labeled “Attachment A” and included after Exhibit G.

21. How is the evaluation criteria weighted? Have points been assigned? If so, can that information be disclosed to potential applicants?

    A: All proposals will be evaluated by a team of subject matter experts and then ranked according to fundability. Staff will present funding recommendations to the Sacramento Works Planning/Oversight Committee, and the committee will provide feedback, guidance, and their own recommendation for funding. These recommendations will be presented to the SETA Governing Board, who has sole responsibility for funding.

22. Should potential applicants purchase additional insurance coverage at this time?

    A: Potential applicants should not purchase additional insurance coverage at this time. Applicants should contact their insurance agents and provide SETA’s insurance requirements with them. Additionally, it would be wise to obtain a quote for any additional coverage that may be required if funding is awarded. Agencies that are approved for funding must submit documentation of all required insurance coverages prior to contract execution.

23. If an applicant offers multiple occupational skills training programs with different costs should the applicant submit a separate proposal for each training program, i.e. Truck Driving training and Medical Assistant training?

    A: An applicant can propose multiple occupational skills training programs in one proposal. Be clear in the narrative that there are multiple course titles. The budget includes a section for the applicant to provide the average tuition cost per participant/slot, as well as provide a listing of each separate course/training program and the total tuition cost for each.

24. Can an organization submit proposals for Phase I and Phase II? If so, is it necessary to attend two Offeror's Conferences?

    A: Yes. An organization may submit a proposal(s) for the Phase I funding and a proposal(s) for the Phase II funding. However, successful applicants from Phase I may not propose the same program/activity in Phase II.

    No. It is not necessary for an organization interested in participating in Phase I and Phase II to attend two Offeror's Conferences.

25. Is there any advantage to applying for Phase I vs. Phase II? Are there equal amounts of funding in both rounds?

    A: No. There is no advantage to applying for Phase I vs. Phase II, other than an earlier program start date. We do not know at this time if there will be equal amounts of funding for both rounds.

26. Are there specifications for font size, spacing, page number restrictions for responses?
    A: No, except that Section III, page 4, states that the Executive Summary is to be one page or less.

27. How will the forms be made available to be filled out in MS Word format?

    A: Applicants may contact Pattye Downing at (916) 263-3838 to request an MS Word, electronic copy of the RFP. It can be provided to applicant agencies either through email, applicant agency provided flash drives or CDs.

28. In regard to the electronic copy requested, which version(s) of Word can you accept?

    A: Any version of Word is acceptable.

29. Will you make electronic templates of the application available, including budget forms?

    A: Applicants may contact Pattye Downing at (916) 263-3838 to request an MS Word, electronic copy of the RFP. It can be provided to applicant agencies either through email, applicant agency provided flash drives or CDs.

30. With regard to evaluation, is there an expectation that jobs created with this funding will be sustained beyond the grant funding period? What is considered long-term?

    A: Yes. Long-term means that a low-income/unemployed adult or dislocated worker has gained marketable skills, has attached or re-attached to employment and is on the road to self-sufficiency. There is a reasonable expectation that individuals served with Recovery Act funding will be employed for years to come.

31. How is SETA going to measure customer satisfaction?

A: Questionnaires and surveys completed by Recovery Act job seekers and employer customers will be utilized. The customer satisfaction survey system currently in place for job seekers and employers using the one stop system will be used to measure customer satisfaction with the Recovery Act.

32. Please elaborate on results and outcomes?

A: Refer to paragraph III, Performance Measures, on pages I-6, I-7 and I-8 of the RFP.

33. What is the time line for measuring outcomes (entered employment rate, retention rate, earnings)?

A: Entered Employment is measured by the number of customers who are employed the 1st quarter after completion. Retention Rate reflects the number of customers who were employed the 1st, 2nd and 3rd quarters after completion. Average Earnings measures the average earnings of those customers who were employed in quarters 1, 2 and 3 after completion.

34. Must participants be paid wages during training, even though they will be paid for doing the work afterward?

A: No. Participant wages are an allowable cost, but are not required.

35. Are the present OJT contracts going to end this June? Is this RFP going to take its place?

A: SETA will be conducting evaluations to prepare extension recommendations for the current WIA OJT providers and will be bringing a recommendation forward based on program performance. Additional subsidized employment programs will be procured under this RFP.

36. Refer to page I-5, Workplace Training/Job Creation - What do you mean by this activity must result in a service or project that benefits the community?

A: Applicants must describe how their proposed activity will results in some type of social benefit to the community.

37. If training organization is tuition–based, is a line item budget still required?

A: An applicant proposing tuition-based programs must complete the Budget and Cost Allocation Plan, specifically, applicable line items on page III-7 (Tuition Payments), page III-12 (Off-the-Shelf or Tuition Payments) and page III-13 (Off-the-Shelf Price List).

38. Define scope of dislocated workers? How comprehensive is scope? Example: many unemployed were not low income since they were in professional positions, however, as unemployment is lasting longer; these professionals are dealing with difficulties in paying bills for basics like healthcare, insurance, mortgages, education, ect.

A: A dislocated worker can be an individual who has been laid off due to plant closure, cut-backs, is receiving or has exhausted unemployment insurance, is unlikely to return to their previous occupation, or is a displaced homemaker.

39. Is funding projected at $300,000 per category or $300,000 for each successful proposal?

A: Although the RFP reflects an average of $300,000 per award, there are numerous factors that will come into play. Actual awards will be contingent upon the Recovery Act allocations received by SETA and the number of successful proposals funded.

40. The financial questions in the RFP can be confusing. Who can we call to obtain specific explanations on what is sought?

    A: Applicants can contact Roy Kim at (916) 263-3814. Assistance will be limited to providing clarification only. Mr. Kim will not assist an applicant in the preparation of their budget.

41. Pay for performance or cost reimbursement? How many payments made?

    A: SETA anticipates establishing cost reimbursement agreements; however, payments to contractors will be contingent upon actual services provided, actual expenditures, and program performance.

42. How many grants will be awarded? What are the amounts?

    A: That is unknown at this time. Again, actual awards will be contingent upon the Recovery Act allocations received by SETA and the number of successful proposals funded.

43. Average tuition money? SETA is $2000.00 or $5000.00?

    A: Applicants must not confuse this with the current Individual Training Account (ITA) system. SETA is not dictating an average or maximum tuition; however, costs proposed cannot exceed costs charged to the general public. Keep in mind that this is a competitive funding process and, as such, costs proposed will be evaluated against historical costs of like training programs and training costs of other proposals submitted in response to this RFP.

44. Will the names of other providers at the Offeror's Conference be made available for the purpose of collaboration?

    A. Yes. The sign-in sheet for each Offeror's Conference will be posted on SETA website at www.seta.net.

45. What assessments are you looking for in required CORE services?

    A. The assessments that are provided by the Sacramento Works One Stop Career Centers include, the Quick Guide Skills Review, CASAS, Ideas, and CHOICES. In addition, the career center system can provide the WorkKeys Career Readiness Assessment to applicants for Recovery Act programs.

46. How can faith-based community or churches participate? They do not train individuals; they offer job support groups and refer unemployed to SETA. Do they need to write a proposal to pay staff to provide unemployment support?

    A: This RFP is for training, job creation and workplace training. Faith-based organizations and churches may access SETA's Vendor Services List Request for Qualifications (RFQ) that solicits applicants that offer support, work readiness, and other activities. It is an ongoing, open solicitation.

47. Would we be able to use the One Stops as training locations (especially computer rooms) for training programs developed under Recovery Act funding?

A: The computer labs at the one-stops are frequently used for on-line assessment, computer literacy classes, internet job search, and basic skills remediation. It is unlikely that they would be available for long term classes, but proposers should contact site supervisors if they are interested in providing pre-scheduled on-site training programs.

48. What is the performance period? We're trying to assess if we can offer degree programs or just shorter length certificate programs in this category

A: The performance period is 12 months. Since this RFP is soliciting courses that are "off the shelf" courses, they can be provided in a compressed format so that what might take two years in a regular community college course could be completed in a one year intensive program.

49. Can we propose a basic skills/soft skills initiative without also providing technical skills training for a project?

A: This RFP is focusing on occupational skills training. A soft skills or basic skills program may be offered as a part of the occupational skills training courses. SETA currently has a Vendor Services List for services that does include soft skills and academic skills courses.

50. Do you have to concentrate in one industry or can business development and expansion focus on several industries?

A. No. Projects can focus on more than one occupation/industry that is critical to the success of the regions economy. The focus of the Project should be to stimulate job creation and build long-term capacity for job creation. (**Please review page I-6 of the RFP.)**

51. If we propose a project focused on business development and innovations, I am assuming we do not necessarily have to respond to all questions relating to the other two funding categories. Is this correct?

A: While the **Business Development and Innovations** portion of this proposal is to solicit creative and sustainable business development and innovative projects, when developing your project please keep in mind that job creation is key to economic stimulus. Therefore, please pay particular attention to questions regarding job creation and critical occupations.

52. If the proposal is strong on job creation but is not green or clean, will it still be considered?

A. The intent of the Recovery Act is to kick-start the economy and lay the foundation for long-term economic growth and stability. Therefore, all proposals will be reviewed and judged on that merit. We strongly encourage proposers to consider green and clean jobs as a primary goal of their project; however, proposals that strongly address economic stimulus will be given strong consideration.

Websites:
Policylink.org
Greenforall.org

American Recovery and Reinvestment Act/
Workforce Investment Act
Phase I - Second Offeror's Conference Questions

1. One-Stops will be doing recruiting orientations, ect. But applicants are the ones who will be expected to place these people into jobs, rather than the one-stops doing this?

   A.

2. What is the accountability for training? If trained students don't secure jobs – will agency still receive funding?

   A. Funding will flow through this Fiscal year, but organization will be evaluated through the Performance Measures and will be monitored through the year.

3. Can proposals include using one-stops for job placement?

   A. Yes, expectation that Proposers develop partnerships with career center system.

4. Past Performance with who? Is it with SETA or other contenders?

   A. Past Performance with SETA or if no past performance than must use 3 references.

5. What is ARRA?

   A. American Recovery and Reinvestment Act

6. Define Support Services.

   A. Financial needs assessment determines rent, childcare, transportation, work clothing, fees, books, utility assistance.

7. Evaluation criteria points per criteria bullet or how are these questions weighed?

   A.

8. Can the information be disseminated to all communities by broadcast? It seems sheltered.

   A.

9. Is this information given for primary contractors or sub-contractors?

   A.

10. What is the maximum amount that each <u>agency</u> can apply for? What is the maximum amount per client?

   A.

11. Occupational Skills Training. Is there an average number of hours anticipated for a program?

   A.

12. Can you delineate in any further detail possible how “Required Core Services”, Outreach, Eligibility, Coaching will be divided or performed in collaboration with Sac. Works One Stops and provider of service.

    A.

13. Clean Energy and Green Technology is very limited with respect to “Green Jobs”. Is there some flexibility with this?

    A.

14. Does work have to be performed in Sacramento county? Does employer have to be located in Sacramento county?

    A.

15. If we have people already identified for our program can we send them to the One Stop centers with the goal of being qualified for our program?

    A.

16. For Community College trainers. If we have an applicable job training program in mind, has our internal curriculum, is not yet approved for College credits, can we apply for funds to offer our new program in non-credit mode?

    A.

17. What is the difference between Phase I and Phase II? Same RFP?

    A.

18. What is the deadline to call Pattye to inform submitting an application?

    A.

19. Can an organization apply for funding in both phases? If yes, would they need to be for separate activities?

    A.

20. How do you find out your agency’s approved rate for indirect costs?

    A. School district.

21. If your agency will receive funding from SETA for the youth program, can you use the same references submitted previously?

    A. Yes.

22. Is proposal just for training or can we offer more programs, or as many as we would like to offer?

    A.

23. Are collaborative partners looked at as sub contractors?

A.

24. How can funding benefit reentry Workforce Development?

A.

25. Will electronic copies of forms be made available?

A.

26. Is there a match requirement?

A.

27. Page III-4. Is the entire executive summary limited to 1 page?

A.

28. Business focus on "green". How about micro enterprises using green products?

A.

29. Our project addresses the business development and Innovations area. Does our project also need to address the required core services?

A.

30. If self employment is sufficient as an employment, can training be provided to existing business owners or their employees to be able to keep the business running or keep the job?

A.

31. Economic development and job creation project must invest major capitalization. How and what level of funding will this make available to this economic development and job creation per project?

A.

32. Can we add courses that we have not consistently offered?

A.

33. Can we add new courses, due to past experience in training?

A.

34. How do we account for AARA funds applied for but not yet awarded by bid date?

A.

35. Can you expand your outreach system from the 12 career centers or one stops to other places like Urban League or Robertson Family Center?

    A.

36. What type of proof of accreditation is needed for training purposes and who would or where would some one go to get accredited?

    A.

37. Can you please clarify the 18 month funding cycle vs. the required 12 month budget? Why are they different?

    A.

38. For a Business Development and Innovations, do we need to be working with committed employers and name those employers in the proposal?

    A.

39. If you were previously private postsecondary and have signed for 2007 volunteering with DOC, will additional accreditation be required?

    A.

40. What level of funding will be available for Phase I and Phase II?

    A.

41. Can an agency submit a proposal as partnership, and may it include 3-4 agencies?

    A.

42. Will we be required to purchase SMARTware as part of our RFP?

    A.

43. I assume creation of jobs can also mean self employment jobs?

    A.

44. All training must be provided by our staff. Can we hire more staff? Can we contract staff? Can this be part of our jobs created number?

    A.

45. Does RFP need to approach all 3 areas (Occupational Skills Training, Workplace Training , Business Training, or can we appeal to one or two areas?

    A.

46. Your website says you are no longer accepting ETPL. Is this overridden for the RFP?

A.

47. What do you see the ideas of an IDA project? Which means for Small Business, Micro-enterprise, and Jobs creation. How will this idea fit one of the 3 occupation areas, that will include Financial education literacy and asset savings?

A.

48. Is there a match requirement? Is so, how much match is required?

A. No, however if applying for funds from more than one source for providing similar services there could be requirements.

49. Matching funds. Is it mandatory and do matching funds have to be dollar and cents, can it be in-kind services?

A. It can be linked services. It can be documented volunteer services. It can be donations.

50. Employer share that include FICA, insurance cost, ect. Do you have training for new solicitors?

A. Payroll costs. Employer, share of FICA, SDI. Employer share of Employee Health benefits. Workers Compensation Cost.

51. Is budget narrative or should it come after budget?

A. List on table of contents.

52. On III-9, Personnel Costs column that says SETA percent is that percent for this proposal or all SETA dollars?

A. For these proposers only.

53. We have approximately 400 employees, now. Do we handle political disclosure?

A. Employees directly involved in your proposed program are subject to the Fair Political Practice Commission disclosures.

54. Do you have to fully pre-qualify, if you have been already approved and submitted insurance documents, ect., already with SETA?

A. Yes. Everyone must pre-qualify. You may not have to resubmit all of the documents, but you need to call to state your intention to submit a proposal so we can verify that you are a qualified entity.

55. What is the difference between a Partnership/Joint venture and a collaboration?

A. In a partnership or joint venture, all parties enter into the contract, and are responsible for meeting performance goals. A collaboration is a mutual relationship, that does not involve payment or contractual obligations.

56. For those of us who have never had a contract with SETA, what is Fidelity and Depositors for agency coverage? This is not a normal insurance that non-profits carry.

A. A fidelity bond is also referred to as a crime bond or employee dishonesty bond. It insures an organization from embezzlement from an employee.