

Workforce Investment Act (WIA) On-The-Job Training/Subsidized Employment
Offeror's Conference Questions and Answers

Note: The County of Sacramento—Department of Human Assistance (DHA) will not be providing individual meetings and/or letters of support to potential respondents. SETA staff will provide training and guidance on processes and procedures to successful proposers upon the awarding of contracts.

1. Can you clarify what a Budget Narrative is in Section V-7?
 - A. For each cost reflected in your line-item budget, you must describe how that cost was derived and explain the methodology used to allocate the line-item costs.
2. How long are job retention/follow-up services required?
 - A. 6 months after Exit. However, these services are not funded and the provision of supportive services after Exit is not allowed.
4. In Exhibit E, do we need to indicate what the in-kind is and also indicate what type of in-kind it is?
 - A. The type of match is either “in-kind” or “cash.” In addition to indicating the information here, you must also describe your match in your Budget Narrative.
5. Would you please provide an example of a match?
 - A. Example 1: Cash match from a foundation to conduct outreach to employers.
Example 2: Staff funded in-kind match from another non-WIA source that provides job readiness workshops.
6. Are leverage resources required?
 - A. Yes, a 20% in-kind or cash match is required.
7. Is the cash match only for in-kind or is it mandatory to have it?
 - A. The match can either be in-kind or cash. If it is not cash but an in-kind match, the leveraged resources cannot be funded by WIA or CalWORKs.
8. Please explain the sentence on page 2 of Section II: “All partners are cross trained for anticipated partner outcomes.”
 - A. This is referring to the Career Center system. It is our expectation that OJT providers, as partners, will be cross-trained to understand partner programs and outcomes.

9. On page 15 of Section V, do we include budget in-kind in “Other Costs?”
 - A. In-kind can be reflected under each applicable section of the budget.
10. Can we include incentives for completion of training of services and would this go in the “Other” support category?
 - A. Yes. Keep in mind, however, that incentives are not supportive services and should not be used in lieu of supportive services. Incentives can be reflected under 1) Other Participant Costs—“Other” on page V-15 of the budget form. SETA has established a policy on incentives. That policy can be found on SETA’s website at www.seta.net in the SETA WIA Directive #IS2-08, Revision 3, Financial Assistance Award Directive.
11. In the Budget form, what is “SETA’s percentage” of reimbursement?
 - A. The amount the respondent agency proposes to charge to the grant for respective line-items.
12. If an organization has a business separate from the organization, can it place people in that business for OJT?
 - A. No. It is a conflict of interest.
13. Will SETA allow subcontracting with the Community College Foundation as the employer of record?
 - A. No. This is OJT, so it is not applicable to this activity. The OJT employer is the “employer of record.”
14. Does this RFP cover state or federal CalWorks?
 - A. It covers federal at this point.
15. Is there a limit or requirement for supportive services?
 - A. CalWorks may have limits, but the limits are unknown. The provision of supportive services is based on an assessed, justified need. Supportive services must be reasonable and in line with the assessed need.
16. Would partners be considered in-kind?
 - A. Non-WIA and DHA partners could be leveraged as in-kind.
17. Where do you reflect the in-kind for partners in the budget?
 - A. The in-kind partners is reflected under the applicable line items in the budget and on Exhibit E.

18. Do we include OJT supervision by employer as in-kind, and if so, in what budget category?
- A. No, the employer is being reimbursed for the extraordinary cost of supervision and training through wage reimbursement of the customer during training.
19. Does Section V-8 item 10a this refer to the number of OJT employers or number of participants?
- A. It refers to the number of participants. Employers many have more that 1 OJT, however, it must be reasonable and allow for appropriate training and supervision.
20. Can you provide more information no how to determine the average OJT hours?
- A. For current OJT providers, historical data can be utilized to determine the proposed average hours. For respondents new to OJT, a suggestion would be base it on the occupations and client population being targeted.
21. Is there any limit to the number of pages for the proposal or any limit to the length of any section?
- A. The only limit reflected is for the Summary Statement. It asks for a 2 page maximum.
22. Does SETA require letters of collaboration from the One-Stops to verify a partnership with them?
- A. No, but we will be verifying collaborations/partnerships prior to preparing funding recommendations.
23. What are the deadlines?
- A. The deadlines are listed under Section I, page 1, of the RFP.
24. Is there a cash advance policy to the RFP?
- A. Yes. The allowable advance amount is up to 12.5%, however, all advance requests are contingent upon review and approval of the Fiscal Department.
25. Do we need to have an MOU with the Career Centers with which we work?
- A. No, however, we will verify partnerships with the SWCC site supervisors.
26. Does the in-kind/cash match have to be from non-federal funds?
- A. No, however, it cannot be WIA or DHA funds.

27. Is DHA going to provide all of the supportive services?
- A. DHA will provide all of the supportive services for the eligible CalWORKs recipients only.
28. Can we include DHA supportive services as in-kind?
- A. No.
29. Will there be funding for dislocated workers?
- A. Yes. We anticipate that a portion of the WIA funding will be allocated to serve dislocated workers. The exact amount is not known at this time.
30. Should an applicant propose supportive services and, if so, how much?
- A. Yes. Supportive services should be proposed for the non-CalWORKs clients that may be served. The amount should be based on an average supportive service cost per client.
31. Is there a cash or in-kind preference for the match?
- A. No.