

SETA 2016 CSBG Offeror's Conference
September 14, 2015
Questions and Answers

- Q) In the instance of posted updates to the RFP, are proposers able to retrieve proposals to make changes any time before the submittal deadline?
- A) Yes. Proposers are allowed to retrieve proposals and make changes any time before the RFP deadline.
- Q) If you don't have collaborative partners, how much will your proposal be docked?
- A) No points will be subtracted from an agency's proposal for lack of collaborative partners. However, good proposals supported by collaborative partners could have a preference for funding even though both proposals may have identical scores.
- Q) On the Cost Allocation Plan page in the budget, what goes in the "Budget" column?
- A) The budget column is used to show the actual method(s) used to allocate a fair share of actual costs to each section of the budget. An abbreviation, from the list provided, should be used to identify the actual method(s) used.
- Q) What is the purpose behind wanting providers to be able to provide a wide range of services for Safety Net? Is it for increased flexibility?
- A) No. Families in crisis should have access to additional needed services without being referred to other sites.
- Q) Can you give us any idea how many awards you plan to make and/or the average amount of an award?
- A) In 2014, there were 22 organizations awarded CSBG funds. Staff funding recommendations for 2014 are listed on the SETA web site www.seta.net in the "Public Information" section, and listed in the "Community Action Board" column.
- Q) Response 3 instructions on p.57 show that the Section C designation (Family Self-Sufficiency), is not aligned with the same question in the same response in the Proposal Evaluation Criteria section on page 12.
- A) Although this question was not clearly understood by staff at the Offeror's Conference, it does highlight an inadvertent formatting error on pages 56 and 57. The subcategories of Response 3 should read "A," "B" and "C" respectively.
- Q) Page 58 and info on page 14. Please clarify what you mean by "describe our SCHEDULE of internal efforts to measure our program's operational effectiveness and client's outcomes..." Does this mean you want a TIMELINE in this response showing frequency of evaluation (monthly, quarterly, etc)?
- A) Yes. Please state your program's process for evaluating the ongoing effectiveness of the proposed program in meeting its goals, including the frequency and key staff involved.

- Q) Please clarify your definition of VOCATIONAL EDUCATION AND OCCUPATIONAL SKILLS (p.21). Can we assume you mean training in skills related to technology, science, etc., that prepares people for specific TRADES that require certification such as nursing, engineering, accountancy, architecture, law, etc.? Do you consider training for the “Hospitality Industry” to be vocational education or occupational skills training?
- A) For the purpose of this RFP, “Vocational Education” may refer to “Occupational Skills” taught in a classroom environment, while “Occupational Skills” can also be taught on the job or during a work experience opportunity.
Training to work in the Hospitality Industry may be viewed as vocational education.
- Q) Define the age for seniors (55-60)?
- A) For the purpose of this RFP, SETA does not define the status of “senior.” Proposers may self-define based on their experience with the target population and the proposed program.
- Q) Can CSBG funds be used to purchase equipment?
- A) No expenses related to the purchase of equipment can be included in the proposal.
- Q) What if a proposed target area is not one of the “high-poverty target areas” identified for priority in funding?
- A) That proposal will not receive the highest priority for funding. However, SETA is committed to providing available services and resources in all areas of the county where poverty exists.
- Q) For a Safety-Net proposal, will SETA only consider CSBG funded resources in determining whether a proposer has a “broad array of services” to qualify for a funding priority?
- A) Leveraged resources made available for CSBG-eligible households are very desirable, and will be taken into consideration as approximating a “broad array of services.”
- Q) Are single-room-occupancy hotels in the downtown area considered priority areas for funding?
- A) No. The high-poverty target areas listed in the RFP are representative of larger communities.
- Q) Please list the high-poverty areas?
- A) **High Poverty Target Communities:** Arden Arcade, Florin, Foothill Farms, Galt, La Riviera, Lemon Hill, North Highlands, North Sacramento and Parkway.
Extreme Child 0-5 Poverty Target Communities: Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Florin, Galt, North Highlands and Rancho Cordova.
- Q) When submitting should we consider one target group or both?
- A) All or one is possible.

- Q) Define “high quality” childcare.
- A) Programs such as Head Start or a family member can be considered high quality childcare. It can be a person or a childcare provider that provides enrichment activities to prepare a child for primary school success.
- Q) How to define the area zip codes?
- A) The borders of communities identified in the RFP can be found by searching for “community maps” on City of Sacramento and Sacramento County web sites. They can also be found on the Census web site www.census.gov as “Census Designated Areas.”
- Q) Define youth.
- A) For the purpose of this RFP, youth may be defined as between the ages of 10 and 24 years.
- Q) Can we be emailed electronic forms for the proposal?
- A) Send an e-mail request to victor.bonanno@seta.net and he will reply with the full set of forms in WORD format.
- Q) How is the Lobbying form completed if there are no lobbying activities.
- A) Place name on the form and leave the rest of the form blank, if there have been no lobbying activities. The form must also be signed at the bottom.
- Q) Should the corporate resolution identifying persons with the authority to negotiate and contract with SETA be submitted with the proposal?
- A-1) Yes, with the original resolution immediately following the cover pages of the original proposal
- A-2) For proposers without a scheduled board meeting prior to the Proposal Submittal Deadline of October 8, 2015, a letter from a board officer of the proposer’s governing board, noting when the board will meet to produce the needed corporate resolution, will suffice.
- Q) For large entities with local boards and larger boards elsewhere in the state, which board should the corporate resolution come from?
- A) For this RFP proposal, whichever board has the authority to designate persons with the authority to negotiate and contract with SETA will be adequate. However, if awarded a contract with SETA, a local board resolution may be necessary to execute the contract.
- Q) What is the formal definition of administrative costs?
- A) This term was used in an example to illustrate how multiple methods could occur within one budget category. In this example, administrative costs are defined as general administration and general expenses such as the director’s office, accounting and clerical personnel.
- Example: In Part A. Personnel Costs, a Direct Cost method (DC) could be used for personnel using 100% of their time for this grant only. At the same time administrative personnel costs

could be allocated to the grant using a shared cost method such as the Staff Time method (ST). In this case you could list both methods in the Cost Allocation Plan (DC, ST).

Q) What is meant by “percent of time per person”?

A) In the shared cost method Staff Time (ST) means that costs will be allocated to a budget or cost category based on the % of total actual staff time spent on the grant.

Q) What if an organization has an approved Indirect Cost Rate?

A) If your organization has an approved Indirect Cost Rate that will be charged in Part C: Other Costs in the budget, a copy of the approval letter from your cognizant agency must be submitted with the Budget and Cost Allocation Plan.

Q) How do we know if we are charging indirect costs correctly?

A) In the budget approval process we review the letter from your cognizant agency to determine the bases used to assure that there is no duplication of costs within the budget.

Q) If providing services at multiple sites, which site is listed as the location on the cover page?

A) The primary site should be listed on the cover page and add additional locations in the narrative.

Q) If you plan to serve all of Sacramento County, what do you enter in the “Target Areas” line on the Cover Page?

A-1) If you are a Safety-Net proposer, you are expected to serve any household in Sacramento County, but may limit your outreach to the specific target areas listed on the proposal Cover Page.

A-2) If you are a Family Self-Sufficiency proposer, you may target any identifiable community, zip code area, or Sacramento County.

Q) Clarify - number of unduplicated.

A-1) For Safety-Net recipients, an unduplicated family is counted once for each resource they receive in a calendar year, no matter how many times they access that single resource (ex: food, utilities assistance, etc.). If a Safety-Net recipient accesses a different resource in the same calendar year, no matter how many times they access that single resource (ex: transportation, shelter, etc.), they may be counted as an unduplicated family in that resource category.

A-2) For Self-Sufficiency recipients, the count of unduplicated families is the number of families enrolled for CSBG services throughout the calendar year.

Q) Clarify - If wanting to apply in 2 target group categories (ex: homeless and youth if planning to serve homeless youth), do we enter both on the Target Groups line on the proposal Cover Page?

- A) This category may be entered as “Homeless Youth,” or as “Youth” with a fuller explanation in the proposal narrative.
- Q) Clarify – Teen Parent and Child.
- A) They may be considered a single household.
- Q) Should homeless families be listed as “Homeless” or “Low-Income Families” on the Target Groups line on the proposal Cover Page?
- A) They may be listed either way with a fuller explanation within the proposal narrative, or listed as “Homeless Families.”
- Q) Eviction Assistance – must you have a 3 Day Pay or Quit notice to qualify for CSBG Safety-Net services?
- A) SETA will look to the expertise of the agencies to determine if an emergency exists, in the absence of a 3-Day Pay or Quit notice, but a reasonable effort to provide back-up documentation is required.
- Q) Concerning collaborative efforts and partners, is an MOU required to be submitted with the proposal?
- A) A copy of an MOU is not required to be submitted with the proposal.
- Q) Regarding references, does contracting with SETA on another project – non-CSBG, count for using SETA as a reference?
- A) Any agency contracting with SETA during the past 5 years may use SETA as a reference on the References form, Form 5, without need of further references.
- Q) Form 6 (Current Funding Sources) – Is this for the entire organization if our services go beyond Sacramento County?
- A) Only funding resources that affect the proposer’s services in Sacramento County need to be listed.
- Q) Can a second page be added to Form 6 (Current Funding Sources), if necessary?
- A) Yes, additional pages may be added if the form will not provide enough space for your information.
- Q) List entire program funding?
- A) List only funding sources meant to affect lives in Sacramento County.
- Q) Is there a template for a Corporate Resolution that SETA can share?
- A) Yes. Send an e-mail request to heather.luke@seta.net .

Q) Do staff providing proposed CSBG services, but not paid under a CSBG award, need to be listed in Exhibit 2 (Org Chart)?

A) Yes.

Q) Can you become Pre-Qualified by email?

A) Yes, but hard copies must follow in a reasonable length of time to remain pre-qualified.

Q) If serving 2 Priority Areas, do two proposals need to be submitted?

A) No. A separate proposal is only needed if you are applying to provide services in more than one of the following 3 categories: Safety-Net, Family Self-Sufficiency or Youth and Senior Support.