

August 14, 2017 CSBG Offeror's Conference
Questions and Answers

Q-1: Can CSBG funds be used to cover deposits for utilities?

A-1: No. CSBG funding may not be used for deposits of any kind, including rental deposits, and may not be used to pay any penalties or fines from vendors or the courts.

Q-2: If you know a person has received SETA funds from another agency and is now coming to you for more SETA help, are we supposed to help them, or is it double dipping?

A-2: Since the amount an agency is able to assist with is not always enough to meet the household's emergency need, it is not uncommon for households to seek assistance from other CSBG funded entities with available funding. SETA delegate agencies are encouraged to refer to other SETA delegate agencies for that purpose to help ameliorate the emergencies that households are experiencing.

Q-3: How many times can households ask to receive money each month?

A-3: Frequency of service to a single household is based on need and is left to the discretion of the agencies that are providing the services.

Q-4: Does the Family Self-Sufficiency proposal minimum of 15 % for support services have to be from SETA funds?

A-4: No. However, this funding may not come from a CSBG Safety-Net award and the expenditures must be tracked regardless of the funding source, to document compliance with the intent of the Request for Proposals.

Q-5: For case notes, our base line is an apartment complex and we get our information from the apartment manager. Can the apartment manager provide case notes?

A-5: We expect that all SETA funded case managers are experienced with case management procedures and provide the minimum elements of case management outlined in the last paragraph on page 6, of the Request for Proposals. An apartment manager may inform the case manager of their experiences with a household, but should not be entering case notes, directly.

Q-6: Does the \$40,000 set-aside for the African-American youth project comprise the total funds for youth in this Request for Proposals?

A-6: No. This funding category provides for approximately \$160,000 for Youth and Senior Services. That amount includes \$40,000 for the African-American youth initiative.

Q-7: Can we have more than one program for African American youth?

A-7: Yes, but separate proposals must be submitted for each program proposed. The SETA Governing Board makes final funding determinations, but right now we have an allotment for up to \$40,000 for this initiative.

Q-8: Are there specific target areas for the African American youth project?

A-8: Sacramento County, however, SETA is interested in investing in areas with the greatest need.

Q-9: Do you know what areas have the highest arrest rate?

A-9: That information was not available to SETA. Arrest rates were gathered from the web site of the California Attorney General's office at <https://openjustice.doj.ca.gov/crime-statistics/arrests>.

Q-10: For the special youth program, is there a minimum of 180 days of project participation?

A-10: Yes, documenting that participants have not been arrested for 180 days is a benchmark of success. However, the youth does not necessarily need to attend

all program activities, as long as case management contacts are conducted and noted in the youth's case file.

Q-11: Would the special youth program qualify as successful if it's less than 180 days?

A-11: The goal for this project is 180 days. The first tracking benchmark is at 90 days, but the success benchmark is 180 days.

Q-12: Where it states 'Without a recidivating event,' does that apply only for arrests?

A-12: Yes.

Q-13: For special projects, are the case management requirements the same?

A-13: Yes.

Q-14: Once an organization submits their prequalification documents, what is the timeline to receive qualification notice?

A-14: 24 to 48 hours.

Q-15: If an agency hasn't been audited, can you use a fiscal agent?

A-15: If you are using a fiscal agent, it is the fiscal agent that will submit a proposal and will prequalify.

Q-16: If getting the insurance is too difficult because of cost or time constraints, what can be done?

A-16: SETA will work with funded organizations to comply with its insurance requirements, including utilizing waivers where necessary and appropriate.

Q-17: What is the success rate for agencies to attain the liability insurance?

A-17: Although the liability requirements are too new to report a success rate, there are agencies that already have it included in their general liability or workman's comp policies. For comparison purposes, and under the previous insurance requirements and the most recent procurement, all funded entities were able to secure the required insurance. Further, as noted in Question and Answer 16, above, SETA will work with funded organizations to comply with its insurance requirements, including utilizing waivers where necessary and appropriate.

Q-18: Is there something specific in the realm of liability that causes proposers to be refused coverage?

A-18: Some of the requirements have changed. We recommend proposers consult with their insurance agents.

Q-19: Where are the insurance requirements?

A-19: They are located in Section Two of the Request for Proposals, beginning on page 51 of 77.

Q-20: What is the best file format for electronic submission?

A-20: A PDF format is recommended.

Q-21: For the purposes of determining staff travel costs in the proposed budget, are proposers bound by the 2017 IRS mileage rate throughout the term of the contract?

A-21: No. SETA will reimburse based on the IRS mileage rate in effect when the mileage is incurred.

Q-22: Where is the projections page for Safety-Net proposals?

A-22: Whether for Safety-Net resource projections, or support services for case managed program projections, these will be entered on the last page of the proposed budget, Form 2, titled "Direct Participant Costs".

Q-23: Can you submit separate applications for one category?

A-23: Yes, as long as each is a complete, stand-alone proposal.

Q-24: If you're proposing for senior services and the special youth project, would you need 2 separate proposals even though they are both in the Youth and Senior Services category?

A-24: Yes. Each should be a complete, stand-alone proposal.

Q-25: There are problems with gift cards. There are no restrictions for what can be purchased with gift cards?

A-25: Yes, but for the purposes of this procurement, SETA will rely on "customer choice" in the use of gift cards.

Q-26: What if there are transportation costs that don't fall under the categories listed on Form 2?

A-26: If using an agency or a staff vehicle, all vehicle and fuel costs are included in the IRS-approved mileage rate. Proposers may enter estimates of expected travel costs on page "C.", Other Costs, on Form 2, located on page 70 of the Request for Proposals.

Q-27: For food bank distribution, what if we (the proposer agency) go to the food bank to pick up food for the households we serve?

A-27: Please project the miles driven to perform program functions and include with other staff miles driven, in the "Local Mileage" row on page "C" of the budget, "Other Costs".

Q-28: Please give examples of employment supports?

A-28: Young family, new mom or dad who might need job training, but they might need childcare, rent assistance, training site or job site mandated safety clothing or

tools. Other examples may include health checks or certification testing to demonstrate employability.

Q-29: Can we provide employment support such as steel toed boots?

A-29: Yes. This is an example of an employment support, if required by the employer or training site.

Q-30: A Safety-Net proposer doesn't have to make any projections on Form 3?

A-30: Correct. All the Safety-Net projections should be entered on the "Direct Participant Costs" page "D" of the budget, page 71, in the Request for Proposals.

Q-31: In the proposal questions on page 61, response 3-B, there is a question regarding the special project for African-American youth. Does the special project have the same requirements as for the other categories?

A-31: Yes. It will require a complete, stand-alone proposal; however, please note the special condition regarding subcontracting on page 8, of the Request for Proposals.

Q-32: Under the Safety-Net funding category, if we're looking at a target and we don't hit our projections, does that influence our ability to seek funding in the future?

A-32: It's not unusual for an agency to not fully meet projections. We would review the organization's experience with SETA, how far off the actual performance may have been, and a number of other factors, in developing its funding recommendations.

Q-33: Are back-up documents for program eligibility new?

A-33: No. Some type of eligibility determination back-up documentation, such as pay stubs, SSI or CalWORKs award letters, or self-attestations, will be required.

Q-34: For the African-American youth special project, what are the eligibility requirements?

A-34: Youth, age 14-17, that have been arrested and are part of a CSBG eligible household.

Q-35: On page 22 of the Request for Proposals, it states that for agencies that have hands-on training, and not classroom training that leads to a certificate, do they need special approval to operate? Does that apply to everyone?

A-35: This section only applies to private or public post-secondary educational institutions and industry recognized certificates.

Q-36: Is there a general guideline for cost per participant for Family Self-Sufficiency or special project proposals?

A-36: No. It's up to the agency to determine. However, cost is a significant factor in the proposal evaluation process.

Q-37: If we have already contracted with SETA, do we still need to complete Form 5?

A-37: Yes

Q-38: If we submit 2 proposals in 2 categories, do we need to answer all of the same response questions twice?

A-38: Every response is a stand-alone document and each proposal needs to be complete, without any comparison or reference to another proposal.

Q-39: Under the Safety-Net services category, there are targeted areas noted, but Oak Park is not listed among them.

A-39: Not all Sacramento Communities were ranked in the 2018-2019 SETA Community Action Plan, which forms the basis for this Request for Proposals; only those for which definitive Census data was available for SETA to make valid comparisons.

Q-40: How are poverty areas determined?

A-40: They are determined from Census data noted in the 2018-2019 SETA Community Action Plan. Using a single high-quality reference is the only way to make valid comparisons among communities and target groups. The 2018-2019 SETA Community Action Plan may be found on the SETA web site at www.seta.net, under the "Public Information" menu.

Q-41: Is there a recommendation to apply for both Family Self-Sufficiency and Safety-Net categories?

A-41: These are separate programs and SETA encourages proposers to submit proposals for those areas for which they are qualified to provide services.

Q-42: What was the budget for CSBG 2 years ago?

A-42: \$800,000 was available for allocation, but there were some augmentations in 2016 that increased the total amount available.