

VENDOR QUESTIONS AND ANSWERS
Urban Youth Works
R-1011-15-8025
Q & A period: June 18, 2009 through July 6, 2009

Final Question and Answer Document

June 22, 2009

Debbie Smith

Director, Youth Services

Easter Seals Work Resource Center

2601 Melrose Avenue, Suite 200

Cincinnati, Ohio 45206

Q1. Will the eligibility be WIA for youth 16 - 24 as currently outlined in Summer Stimulus agreements?

A1. No, eligibility is defined in the RFP in Section 3.1 G as youth 16-24 who are disconnected youth living at or under 200% of the poverty level.

June 22, 2009

Joan L. Sila, ACSW, LISW-S. BCD.

Assistant Vice President:

Residential and Transition Services

Berea Children's Home and Family Services

202 East Bagley Rd.

Berea, Ohio 44017

Q2. Does the service delivery need to take place in the designated city where the provider is located?

A2. No, the service can be delivered in the designated city where the provider is located and any of the designated cities as part of the providers implementation plan.

Q3. If I'm a provider agency with my main office in a designated city and I have other multiply office sites some of which are also in designated cities can I provide services those designated cities?

A3. Yes, as long as your plan to deliver services in those designated cities is specified in your RFP proposal.

Q4. Would a separate proposal be needed for each designated city site?

A4. No, although the choice is yours. You may do one proposal for all the areas of service or you may elect to do more than one.

Q5. Do the youth have to be residents of the designated city where the provider is located in order to receive services? Could they be pulled from several surrounding designated cities?

A5. It is only a requirement that the youth be residents of one of the designated urban cities.

June 25, 2009
Dorothy A. Spurlock
The University of Toledo

- Q6.** Is there a limit on the indirect cost rate which may be requested for this project? We have an approved federal rate of 45%, can we use this number?
- A6.** An organization may elect to include indirect costs in their proposed budget based on their federally approved indirect cost rate. However, interested parties are reminded that ODJFS may, at its sole discretion, negotiate with all technically qualifying projects for revised project budgets if, in the sole opinion of ODJFS, such proposed budgets are excessive or if budget requests of successful applicants are in excess of available funding.

June 25, 2009
Sharon K. M. Fish, Executive Director
Ohio Restaurant Association
Education Foundation
1525 Bethel Road, Suite 301
Columbus, OH 43220

- Q7.** How many people have to go through the SCOTI training- everyone or just those who will be responsible for using it?
- A7.** It is expected that those individuals responsible for SCOTI data would attend the training including a supervisor or an alternate person who would be responsible for the data.
- Q8.** Do we need some kind of official ok to be recognized as an "apprenticeship" program? If so, what is involved in getting this?
- A8.** Offering an Apprenticeship related program is just one of the many program possibilities. State and federal laws recognize apprenticeship programs that are registered for quality and safety. In Ohio, this registration process is administered by the Apprenticeship section of ODJFS, which can be contacted at 614.644.0370 or apprenticeship@jfs.ohio.gov. Registration is fairly simple for a program that meets the legal criteria and is training for any of 1100 "apprenticeable" occupations on a nationally recognized list. That list can be viewed on line at <http://www.doleta.gov/OA/bul07/Bulletin-2008-01FY08-PGM.pdf>
http://www.doleta.gov/OA/bul08/Bulletin_2008_ListOfApprenticeableOccupations.swf
- Q9.** If we received a grant, when can we expect our first quarterly payout - at the beginning or end of that quarter?
- A9.** ODJFS will evaluate subgrantee performance each quarter. However, subrecipients may invoice ODJFS monthly for reimbursement of expenses paid by the subgrantee in the operation of the grant.

June 26, 2009

Andre M. Wamba

Program Development & Planning

Cincinnati-Hamilton County CAA

Q10. In section 1.7 Anticipated Procurement Timetable the RFP talks about Wednesday July 22, 2009 being the Deadline for all potential applicants to submit a mandatory expression of interest via the State Ohio Federal Stimulus Initiative website. However in section 1.11 Time Frames and Award Amounts in the last paragraph the RFP talks about all entities that fail to register on the State of Ohio Federal Stimulus Initiative web site by Monday, July 13, will be disqualified. Could you clarify what is the deadline for registration?

A10. The deadline for registration/submission of a mandatory expression of interest is July 22, 2009.

Q11. Tab 3 Scope of Work. Sub-Tab 3h. Scope of Work/Deliverable H. There is no Scope of Work/Deliverable H in Section III of the RFP. Is that missing? or can any one explain what Scope of Work/Deliverable H is?

A11. Please disregard Deliverable H. There is no Scope of Work/Deliverable H.

Q12. ODJFS Model Grant Agreement posted on the website does not have a "Signature Page". Could you add this signature page?

A12. The "signature requirement" was left on the final document in error. Please disregard the "signature requirement."

Q13. Under what TAB attachments B, C, and D?

A13. Please include those at the beginning of your proposal.

June 29, 2009

Charles L. Benko Ph.D.

Grant Administrator

Berea Children's Home & Family Services

Q14. If an organization is located in one of the designated cities can it serve youth from other cities in that county?

A14. Yes providing those served are disconnected youth within a designated city as specified in the RFP.

Q15. If an organization has office site in designated cities in two different cities in two different counties-can two proposals be submitted?

A15. Yes

Q16. Throughout the RFP it references educational programs. Can you define what is meant by that terminology?

A16. Educational programs are knowledge building activities that support the success of disconnected youth in gaining meaningful employment. Educational programs are described under Section 3.3 (Specification of Deliverables) Innovative Youth Employment/Education Programs are discussed in Sections A and training is discussed in Section D.

Q17. Need clarification on the exact due date of the RFP-either 26 July or 27 July 2009?

A17. The proposal due date is July 27, 2009, 3 PM.

June 30, 2009
DORIS EDELMANN
Montgomery County

Q18. I work with the Independent Living Department as a coordinator of youth services for the children services division in Montgomery County. We would like to have the opportunity to collaborate with two other non-profit networks for the Urban Youth Works RFP#: R-1011-15-8025. Despite the fact that we are a division of odjfs, our youth still need the same services identified under this RFP and the primary coordinator would be one of the other agencies-we would simply be a partner whose foster youth could receive services and the benefits that we help put together for this population along with our youthful offenders. Please let me know if we can make this happen-with the cuts the state has made for these types of services in the area of Independent Living-we work with others to still have youth job ready and education ready-thanks.

A18. Yes, funding available through this RFP can support services to youth transiting out of foster care and/or youthful offenders. State and local agencies are allowed to collaborate and apply for the funds. Educational and training programs would be an allowable option with job readiness types of services offered.

June 30, 2009
Robert Shafran
Grants Manager
Community Care Network
(Serving Cleveland Christian Home and Bridgeway)
2202 Prame Avenue
Cleveland, Ohio 44109-1626

Q19. Where does one make the "expression of interest" that must be submitted before 7/22? Is this a "proposal submission" as stipulated on the State of Ohio Federal Stimulus Initiative webpage found at <http://apps.das.ohio.gov/dasoitrecover/Default.aspx>?

A19. Yes

Q20. Secondly, please clarify what date the final proposal is due at ODJFS. At the following web address <http://www.recovery.ohio.gov/news/2009/06/#061909> it states: "The deadline for applicants to submit a proposal and expression of interest is 3 p.m., July 22, 2009." In the RFP it gives the deadline for the proposal as 7/27.

A20. The proposal due date is July 27, 2009, 3 PM.

June 30, 2009

Amy C. Szabo

Director of Asset Development

Economic and Community Development Institute

475 E. Mound St.

Columbus, OH 43215

Q21. I am confused by conflicting deadlines listed in the RFP. In section 1.1, it indicates that we must submit a mandatory expression of interest via the State of Ohio Federal Stimulus Initiative website by July 22, 2009. This requirement is also repeated in Section 1.7 on the Anticipated Procurement Timetable. Later on in the RFP, however, in section 1.11, it says, "All entities that fail to register at <http://www.recovery.ohio.gov/opportunities/state/> on the State of Ohio Federal Stimulus Initiative web site by Monday, July 13, 2009 will be disqualified."

Are there two different registrations required or is this referring to the same registration/expression of interest?

A21. The correct deadline for registering on the State of Ohio Federal Stimulus Initiative website is July 22, 2009.

July 1, 2009

Sharon K. M. Fish, Executive Director

Ohio Restaurant Association

Education Foundation

1525 Bethel Road, Suite 301

Columbus, OH 43220

Q22. Does an A133 audit have to be completed? For year 2009 and year 2010?

A22. A-133 Subpart B provides guidance on audit requirements.

According to the OBM circulars, an A-133 audit is required for Non-Federal entities that expend \$500,000 or more in a year in Federal awards. The necessity of an audit will be determined by the total amount of federal funds you expend (including Urban Youth Works and all other federal awards) and the time period over which you expend the funds. For further information specific to your organization, refer to A-133 Subpart B .205 Basis for Determining Federal Awards Expended and Subpart B .220 Frequency of Audits.

Q23. Does the grantee receive payment by check or by ACH?

A23. Subrecipients will have the option to receive payment by either a check or electronic payment.

Q24. How long before payment is sent?

A24. Subrecipients may invoice ODJFS monthly for reimbursement of expenses paid by the subgrantee in the operation of the grant. Once submitted, invoices are reviewed by the Office of Workforce Development (OWD). Once OWD approves an invoice, payment is requested. While ODJFS strives to pay approved invoices within 10 days, the payment cycle may be up to 30 days.

Q25. Do Program Manager costs have to be a direct or indirect cost?

A25. ODJFS provided an appendices section with this RFP that provides guidance on the assignment of costs as either Direct or Indirect costs. This reference covers Direct and Indirect Cost requirements for A-87 (state and local governments), A-122 (Non-Profit Organizations) and A-21 (Educational Institutions).

In general, if a Program Manager is working exclusively on one project, those costs would be a direct cost to that project. If a Program Manager is working on an activity that benefits more than one project and those costs cannot be readily assigned to the projects receiving the benefit those Program Manager costs would be treated as an indirect cost.

July 2, 2009

April H. Steffy, GPC

Grants Manager

Alvis House

1991 Bryden Road

Columbus, OH 43205

Q26. Regarding RFP #R-1011-15-8025, Section 1.7 Anticipated Procurement Timetable (page 10), please clarify the deadline for submitting questions. The chart refers to Thursday, July 6. July 6th is a Monday, so is the deadline Monday, July 6 or Thursday July 9th?

A26. The last day to submit questions is Monday July 6, 2009

Q27. On Section 5.2 Format for Organization of the Proposal, A. Overall Proposal Organization (page 29), Tab 3 lists Deliverables A-H. However, in Section 3.1 Scope of Work, Deliverables are listed as A-G. Please clarify.

A27. Please disregard Deliverable H. There is no Scope of Work/Deliverable H.

Q28. On Section 5.2 Format for Organization of the Proposal, A. Overall Proposal Organization (page 30), B1 Cover Letter & Partner's Letters and B2 Grantee Qualifications, both sections refer to the inclusion of letters from partners. Please clarify what letters are required in each section.

A28. The required Letters of cooperation and support from all partners are to be included in Tab 1 of the Technical Proposal. Each partner agency must identify their role with the project.

Q29. Will all inquiries and responses be posted on the website?

A29. Yes.

Q30. In Section 3.2 Participant Eligibility, (g) Children of Incarcerated Parents, please clarify the eligible population. Is this stating that a child who has a parent that is *incarcerated in* or *released within the last 24 months* from a state or local correctional facility (prison, jail), or in a community-based correctional facility (including halfway house) is eligible?

A30. Yes and the relationship should be verified by a birth certificate.

Q31. If the parent has been released from a community-based correctional facility or halfway house within the last 24 months, is the child eligible?

A31. Yes and the relationship should be verified by a birth certificate.

July 2, 2009

Brandon R. Tucker, CWDP

Director of Workforce Development

Greater Toledo Urban League

701 Jefferson Ave. - Suite 201

Toledo, Ohio 43604

Q32. In the RFP it states that Thursday, July 6, 2009 is the deadline for submission of questions when July 7th is actually Tuesday. Can you please clarify the correct date?

A32. The last day to submit questions is Monday July 6, 2009

Q33. Please define "certificates" under the Innovative Youth Program section.

A33. A common definition of certificate applies here, namely a document attesting to the fact that a person has successfully completed an educational course.

Q34. What exact certificate must entrepreneurship programs have?

A34. Completion of an entrepreneurship program may or may not result in the award of a certificate.

Q35. Is there a maximum allowable amount for training stipends and/or supportive services?

A35. No there is not a maximum allowable amount for training stipends and/or supportive services but they should be within reason and a grantee could be asked to justify the amount in an audit. According to Section 3.3 (D) the grantee will determine training stipends based on the training and/or education components. Training stipends may only be issued for individuals/students in training/education of at least twelve (12) hours per week. For post secondary education twelve (12) hours is defined as twelve (12) credit hours as defined by the institution of higher education based on a

semester or quarter. For GED, vocational and trade types of education twelve (12) hours is defined as twelve clock hours per week.

July 2, 2009

Allison Motz

Global Corporate College

Q36. Please also advise if the On-The-Job training described in the RFP as a best-practice is the same concept for On-The-Job training in WIA where the individual is an actual employee of the organization and the funds can be used to reimburse the salary while the new employee is in training. Or can On-The-Job training be used for the Youth Program that has the youth working in a position with the employer, but paid for by the lead agency.

A36. OJT is provided under a contract with an employer in the public, private non-profit or private sector. Through the OJT contract, occupational training is provided for the participant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs.

July 1, 2009

This question was not submitted in accordance with Section 1.8, Internet Question & Answer Period; RFP Clarification Opportunity, Of the RFP. The question was not submitted to the proper location and the originator of the question did not identify themselves. In accordance with the RFP ODJFS may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question. However ODJFS feels that this question could potentially benefit agencies with the answer so has decided to include the question in the Q&A Document.

Q37. Please advise if the OJT described in the RFP carries the same requirements for WIA On-The-Job Training in that participants must be hired by the employer and the employer is reimbursed for the individuals wages (up to 50% during the training) while learning On-The-Job.

A37. OJT is provided under a contract with an employer in the public, private non-profit or private sector. Through the OJT contract, occupational training is provided for the participant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs.

Q38. Also, please specify the stipend allowance per youth, as the RFP is unclear how much of the funding from the grant is allowable to support youth stipends during training.

A38. There is not a maximum allowable amount for training stipends and/or supportive services but they should be within reason and a grantee could be asked to justify the amount in an audit. According to Section 3.3 (D) the grantee will determine training stipends based on the training and/or education components. Training stipends may only be issued for individuals/students in training/education of at least twelve (12) hours per week. For post secondary education twelve (12) hours is defined as twelve (12) credit hours as defined by the institution of higher education based on a semester or quarter. For GED, vocational and trade types of education twelve (12) hours is defined as twelve clock hours per week.

July 1, 2009

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Q39. I would like to know if an application can be submitted on a statewide or regional basis providing services in the counties listed in the RFP?

A39. Yes

July 6, 2009

Robin Brandy

Program Coordinator

CWFF Child Development Center

434 Forest Avenue

Cincinnati, OH 45229

Q40. The funding amount of \$50,000 to \$500,000 is for what period? Is it for the entire grant September 1 - December 31, 2010?

A40. The funding is for the grant period September 1, 2009 – December 31, 2010.

Q41. Is attachment A available in Microsoft Word format?

A41. No ODJFS will not provide Attachment A in any format other than pdf.

**THIS CONCLUDES THE QUESTION & ANSWER DOCUMENT
FOR ODJFS RFP#: R-1011-15-8025.**