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**HCJFS REQUEST FOR PROPOSAL
SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) RFP SC0413-R**

ADDENDUM 1

Questions Received

Q1. I am not sure how my Connect the Dots/WIA Foster Care youth fall within the parameters of the recent HCJFS Summer Employment RFP. As I understand it, in the past there have been summer employment grants through the City and County that excluded foster youth as participants. I have heard in recent partner meetings that this year Hamilton County, the State and City of Cincinnati grants have all included foster youth as potential participants. Is this true? If my participants are not parenting or pregnant but are still in the custody of JFS and are over 18, may they participate in summer youth employment funded through the recently re-issued HCJFS Summer Employment RFP?

A: We can serve individuals in foster care in this SYEP program under the following circumstances. Under no circumstances can we serve foster youth who are 19 or older.

Serving Youth in Foster Care: Youth in the temporary or permanent custody of a Public Children Services Agency (PCS) who are placed in a licensed foster care setting, that are between the ages of 14 to 17 years of age or 18 years of age if they are a full time student in a secondary school may be served under the TANF Summer Youth Employment Program. The U.S. Department of Health and Human Services, Administration for Children and Families (ACF) has provided guidance respective to the Summer Youth Employment Program. This guidance is only applicable to the TANF Summer Youth Program and no other TANF or PRC program.



- Q2. Per the sample contract attached, do I understand correctly that no administrative costs are allowable on a \$2.6M award? Having operated summer employment programs for years, we know the administrative costs are considerable, especially given that it appears we will be using a new tracking tool and would need to manage subcontracts.

A: Please see state guidance language below. Any costs that are billed, budgeted or included in the budget narrative that reflect the expenses listed below cannot be reimbursed for the vendor or any subcontractors. Inevitably, there will be some gray areas and we will certainly pursue follow-up questions with the state. Here is what FAL #123 says about the 2013 SYEP:

The TANF Summer Youth Employment Program funding does not include TANF administration. Federal regulations define what is considered TANF administration and they are also set forth in rule 5101:9-6-08.8 of the Ohio Administrative Code. The following activities and/or expenses are considered TANF administration and cannot be charged to this allocation: Costs associated with eligibility determination activities; Salaries and benefits of staff performing administrative and coordination functions; Preparation of program plans, budgets, reports and schedules, and the monitoring of program and projects; Fraud and abuse units; Services related to accounting, litigation, audits, management property, payroll, personnel, procurement, and public relations; Costs of goods and services and travel costs required for official business and the administration of the program unless excluded under paragraph (A) of O.A.C. §5101:9-6-08.8; and Management information systems not related to the tracking and monitoring of the program. Costs considered to be TANF administration may be charged to county TANF Administration allocations pursuant to rule 5101:9-6-08.8 of the Ohio Administrative Code.

- Q3. On page 13 “unallowable costs” there is no mention of admin. cost being unallowable. The SAMPLE contract on page 31 states that admin. costs are not allowable. The budget template has no line item for administrative on page 66. However, there is a misc. section. **Are administrative or indirect costs allowable for this contract?**

A: No. Per Family Assistance Letter #123, page 4, (see attached), “The TANF Summer Youth Employment Program funding does not include TANF administration. Federal regulations define what is considered TANF Administration and they are also set forth in rule 5101:9-6-08.8 of the Ohio Administrative Code.”

