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May 21, 2010

Addendum III
RFP MB0210R
2010 TANF Summer Youth Employment Program

To All Potential Bidders:

Questions and Answers:

it is important to know that the funds for this contract are TANF funds, but of a particular sort. They are dollars provided under The American Recovery and Reinvestment Act (ARRA) within the “TANF Emergency Contingency Fund” assigned by the State to the “Subsidized Employment Fund”. These dollars are substantially more restricted than traditional TANF dollars.

Q1. In reviewing Addendum I & II to RFB MB0210R (TANF SYEP), I have some questions in need of clarification:

Addendum I indicates that the costs associated with “accounting, payroll, and personnel are excluded costs”. However, we cannot find under TANF’s Funding Guidelines that these costs are unallowable. Please clarify if administrative costs are allowable under this RFP.



A1. Accounting, payroll, and personnel costs are excluded costs if incurred by Hamilton County Job and Family Services. They are permitted costs if incurred by a third party vendor.

Q2. Addendum II indicates that transportation costs are not allowable. However, in TANF's Funding Guidelines, these are clearly stated as an allowable cost. Please clarify why they are not permissible in this RFP. This primarily relates to issuing bus tokens to participants and not gas cards or mileage reimbursement.

A2. The following expenses are not reimbursable under this grant regardless of who incurs the expense:

- Transportation (including buss passes or tokens)
- Food (including lunches for youth)
- Supervision or training costs
- TANF eligibility determination costs
- Job coaching or community service activity related costs

Q3. In the Column B of Attachment F, Page 1, if any data is entered, it will subsequently duplicate the number in corresponding cells. Thus, the direct 2010 SYEP Program column in our proposal has not been filled in to prevent the duplication of direct program costs. Is this permissible?

A3. The attached budget template is correct. You only need to input funds in column B for the program direct cost.



Additional Language Added to Section 1.2.3 Service Components after last sentence on page 8 of the RFP.

J. Training and supervision costs must be funded with another source. That other source must be identifiable. That other source can not be any sort of federal funds. That other source may not be any funds that are being cited, for other purposes, as a match for federal funds. This topic will be subject to audits by state and federal auditors.

K. Training may be provided only in very narrow circumstances where it is clearly needed for the job, integrated into the job, of a technical nature, and not resembling job readiness or other soft skills.

L. These funds can be used to reimburse an employer for monthly workers compensation premium costs incurred for these youth while the contract is open. We can not reimburse anticipated premium costs, or costs associated with any workers comp claim that may be filed with costs incurred after the final contract billing deadline.

M. We confirmed that wages paid under this program shall count against that family's Food Stamp eligibility for youth 18 and over.

N. Monthly reporting will be required of each selected vendor by the 10th of each month to include youth specific data on all wages paid in the preceding month.

O. Youth up to age 24 may be served if they meet TANF household and income eligibility requirements.



ATTACHMENT F

HCJFS CONTRACT BUDGET

AGENCY: _____

CONTRACT # _____

BUDGET PREPARED FOR PERIOD

NAME OF CONTRACT PROGRAM: _____

TO _____

INDICATE NAME OF SERVICE IN APPROPRIATE COLUMN BELOW

EXPENSES BY PROGRAM SERVICES	2010 SYEP PROGRAM		MGMT INDIRECT	REQUESTED FUNDS	LEVERAGED FUNDS	TOTAL EXPENSE
A. STAFF SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
B. EMPLOYEE PAYROLL TAXES & BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
C. PROFESSIONAL & CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
D. CONSUMABLE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
E. OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
F. TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
G. INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
H. EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
I. MISCELLANEOUS (Explain)	0.00	0.00	0.00	0.00	0.00	0.00
J. YOUTH PARTICIPANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
K. PROFIT MARGIN	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL OF EACH COLUMN	0.00	0.00	0.00	0.00	0.00	0.00
ALLOCATION OF MGT/INDIRECT COSTS						0.00
TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00

ESTIMATED TOTAL UNITS OF SERVICE

TO BE PROVIDED:
TOTAL PROGRAM COST/TOTAL UNITS OF SERVICE=UNIT UNIT = \$ _____ \$ _____ \$ _____