

**California Green Jobs Corps PY 2008-09 SFP  
Questions and Answers**

**May 18, 2009**

**General**

**1. If the lead agency has a number of subcontracted organizations, are we supposed to show detailed budgets for those subcontracts or can we just show the total amount going to those organizations?**

The lead agency will need to fill in the total amount to be contracted on the Budget Summary Plan, SFP Form 4 (Line N). Then on the Supplemental Budget Form, SFP Form 5, Section II. Contractual Services, the total amount for each subcontractor should be listed. Finally, on the Proposal Narrative Form, Section VI – Budget Summary Narrative and Plan, the lead agency must provide a description of what services the subcontractor will perform.

**2. If our subcontractors include an administrative cost in the portion that they receive, will that count towards the total 10 percent in administrative costs that are allowable under this RFA?**

Only under two circumstances would the subcontractor's administrative costs need to be rolled up into the lead agency's 10 percent administrative cost cap: (1) those contracts awarded to subrecipients or vendors that are **solely** for the performance of administrative functions and; (2) if a LWIB allocates the funds to a One-Stop operator or their local fiscal agent then there could be administrative costs per 20 CFR 667.220. See the Solicitation For Proposals Appendix B – Administrative Cost Definitions for further details. Except for the two exceptions above, all costs incurred for functions and activities of subrecipients and vendors are program costs and will not count toward the lead agency's 10 percent administrative costs cap.

**3. Will the services being provided by the required partners who are involved in the development of the project need to be procured?**

No, the mandated partners (LWIB, Community College/District, one non-profit and one employer) involved in the development of the project will not need to be competitively procured. However, roles and responsibilities must be **clearly defined** on the Partners Roles, Responsibilities and Resources Chart (SFP Form 3) for the mandated partners. In addition, if any of the funds are being subcontracted out to any of the mandated partners, the lead agency must fill in the dollar amount on the Budget Summary Plan (SFP Form 4-Line N). Then, on the Supplemental Budget Form, SFP Form 5, Section II. Contractual Services, the total amount for each subcontractor/mandated partner should be listed. Finally, on the Proposal Narrative Form, Section VI – Budget Summary Narrative and Plan, the lead applicant must provide a description of what services the subcontractor/mandatory partner will perform. Simply listing potential partners without clear roles and responsibilities defined within the application will not suffice for conducting the full competitive procurement process.

## Match

**1. Can WIA formula and WIA ARRA funds be utilized as match? For example, 3 months on ARRA funds, 3 months on WIA formula funds then followed by three months of the grant funds, followed by OJT, then utilizing employer's 50% as match?**

Yes, match may include WIA (WIA Formula, WIA ARRA, etc.) or non-WIA (such as employer's match, OJT, etc.) funds for the purpose of this SFP. In the example provided above, the individual would be co-enrolled in WIA formula funds, WIA ARRA funds, and the Green Jobs Corps projects funds. All cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. If the applicant is providing cash/in-kind match (WIA formula, WIA ARRA, etc.) they must submit a commitment letter describing the match.

## Performance Goals

**1. A. In regards to the "Performance Goals" section on page 15 of the SFP, why do the percentages not add up to 100% under the State's WIA Performance Goals for PY 2008-09? What are the percentage rates listed (e.g. 30% for Youth 16 to 17 and 60% for Adult 18 to 24) asking for exactly?**

The percentages on the State's WIA Performance Goals for PY 2008-09 chart, page 15 of the SFP, will not add up to 100% for any one line item. Rather these percentages are individual stand alone subsets of the performance goals. For example, on the "Placement in Employment, Education or Training" line, 30% of all participants enrolled as a Youth (16-17/18 year olds) should be placed in employment, education or training. For the Adults (18/19-24) "Placement in Employment, Education or Training" line, 60% of all adults enrolled should be placed in employment, education or training.

**1. B. And do the youth have to accomplish all of the components listed in some of the performance goal boxes (a-e on #1 and a-b on #2)?**

No, youth do not have to accomplish all of the goals for placement in employment, education or training listed in 1a through 1e and 2a through 2b.

**2. Must we show a performance outcome of having placed youth/adults into green jobs? Is the simple preparation for these jobs enough or do we have to show actual placement?**

There are three components to this SFP:

- 1) Education and training
- 2) Community service activities
- 3) Placement into unsubsidized employment in the green industry

Job preparation should result in placement in employment and applicants will be expected to report these outcomes.

## **Reporting**

**1. Since the Green Jobs Corps SFP is predicated on the State's economic regions, a regional approach to the SFP may involve proposals from a combination of different LWIBs (and different partners) in different geographic areas/jurisdictions. Currently each LWIB system operates independently and does not upload WIA participant data to another LWIB. What does the State expect, therefore, in terms of reporting?**

If a combination of different LWIB's or partners submit a proposal, they must designate one lead agency (i.e. fiscal agent) that will be responsible for the financial report. The state will work with each LWIB to enable them to submit participant data individually. If there is a project partner that does not currently have a JTA data base or a business relationship (subgrant) with the Workforce Services Branch they will need to coordinate participant data submission through a LWIB in the partnership.

## **Target Population**

**1. In regards to the "Target Population" on pages 4-5 of the SFP main document, what specifically does "requires additional assistance to complete an educational program or to secure and hold employment" mean? Does it encompass low-income at-risk youth?**

A low-income youth is eligible for services if he/she requires additional assistance to complete an educational program, or to secure and hold employment. Definitions and eligibility documentation requirements related to this criterion may be established at the local level. For further details see the WIA Eligibility Technical Assistance Guide ([WIAD04-18](#)).

**2. Are felons (or youth/adults) with felony convictions allowed to participate in the program?**

Yes, felons with felony convictions are allowed to participate in the program. The WIA does not exclude felons from being served with WIA funds.