

California Department of Social Services

CalFresh Request for Application 15-01

Question and Answer Response Document for Questions Received through May 9, 2014

#	RFA Section	Question	Response																																								
1	Section D.	<p>What specific items/expenses will CDSS spend the 30 percent of federal share it retains on? Knowing what CDSS' intentions are will ensure we appropriately allocate funds in our budget.</p> <p>Do prime agencies need to budget money for printing of bulk CFO materials and purchase of tool kits?</p>	<p>CDSS allocates the 30 percent of the federal share it retains to support, coordinate and conduct statewide CFO Plan activities (Section D)</p> <p>CDSS will provide CFO materials such as brochures, bookmarks, posters and inserts based on your SOW and budget. The tool kit materials are available on our CalFresh website for download.</p>																																								
2	Section D, Attachment 6a (sample \$100K budget)	<p>Can you provide with an example of a budget? You are reimbursed 50% from USDA and the state reimburses 70% of that 50% that is remaining. Is there is a match involved or is it just we need to come with an out of pocket of about 15%? I would like an example of a budget, if you could, using \$100,000 as a base.</p>	<table border="1"> <thead> <tr> <th>Budget Line Categories</th> <th>State Share (Not Reimbursable)</th> <th>Federal Share (Reimbursable)</th> <th>Total Program Costs</th> </tr> </thead> <tbody> <tr> <td>Personnel Salaries</td> <td>\$ 3,000</td> <td>\$ 17,000</td> <td>\$ 20,000</td> </tr> <tr> <td>Fringe Benefits</td> <td>\$ 450</td> <td>\$ 2,550</td> <td>\$ 3,000</td> </tr> <tr> <td>Operating Expenses</td> <td>\$ 6,720</td> <td>\$ 280</td> <td>\$ 7,000</td> </tr> <tr> <td>Equipment</td> <td>\$ 5,000</td> <td>\$ -</td> <td>\$ 5,000</td> </tr> <tr> <td>Travel and Per Diem</td> <td>\$ 2,000</td> <td>\$ -</td> <td>\$ 2,000</td> </tr> <tr> <td>Subcontractors</td> <td>\$ 38,994</td> <td>\$ 19,206</td> <td>\$ 58,200</td> </tr> <tr> <td>Other Costs</td> <td>\$ 2,500</td> <td>\$ -</td> <td>\$ 2,500</td> </tr> <tr> <td>Indirect Costs</td> <td>\$ 345</td> <td>\$ 1,955</td> <td>\$ 2,300</td> </tr> <tr> <td>TOTALS</td> <td>\$ 59,009</td> <td>\$ 40,991</td> <td>\$ 100,000</td> </tr> </tbody> </table> <p>Note: This Budget Summary worksheet will be automatically populated by data entered from the Annual Budget Detail worksheet. Please check to ensure that all data transfers properly and that all calculations are correct. Total Federal Share Budget must be 70% (or less) of total State Share Budget as reflected below.</p> <p>Percent of Federal Share to State Share: 69.47%</p>	Budget Line Categories	State Share (Not Reimbursable)	Federal Share (Reimbursable)	Total Program Costs	Personnel Salaries	\$ 3,000	\$ 17,000	\$ 20,000	Fringe Benefits	\$ 450	\$ 2,550	\$ 3,000	Operating Expenses	\$ 6,720	\$ 280	\$ 7,000	Equipment	\$ 5,000	\$ -	\$ 5,000	Travel and Per Diem	\$ 2,000	\$ -	\$ 2,000	Subcontractors	\$ 38,994	\$ 19,206	\$ 58,200	Other Costs	\$ 2,500	\$ -	\$ 2,500	Indirect Costs	\$ 345	\$ 1,955	\$ 2,300	TOTALS	\$ 59,009	\$ 40,991	\$ 100,000
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<p>3</p>	<p>Section D, Guidance B.2 & B.4. Section Z</p>	<p>Am I correct in understanding that 50% of the total program cost of the program for a prime contracting agency will be covered by the federal government (USDA) and then 50% not covered by them? [Section D-pg. 4]</p> <p>Of the 50% of the total program cost not covered by the federal government, 70% will be covered by the State of California (CDSS) and 30% of the remaining 50% will be paid by prime contracting agency (which would leave the prime contracting agency paying 15% of total cost out of pocket)? Or is the prime contracting agency responsible for 50% of the total program costs? [Section D-pg. 4]</p>	<p>The SNAP Outreach Guidance, Section B.2. explains that State SNAP agencies are reimbursed 50 percent for allowable administrative program costs that are reasonable and necessary to operate approved activities (approved activities are defined in the Guidance, Section B.4.).</p> <p>SNAP is not a match program in which every dollar of State agency funds is paired with a dollar of FNS funds to pay expenditures. It is a reimbursement program in which State agencies pay approved, reasonable and necessary administrative costs (including for outreach) and are reimbursed for 50 percent of those expenditures by FNS.</p> <p>...the State SNAP agency may conduct outreach activities on its own or hire a contractor to conduct the activities. The contractor must bill the State agency according to the terms of the contract and FNS will reimburse CDSS 50 percent of the State outlay.</p> <p>On behalf of FNS, CDSS will reimburse contract agencies up to a total of 70 percent of the State Share (as defined in Section Z) expenditures contributed by the agency. The remaining monies will be used by CDSS to support, coordinate and conduct statewide CFO Plan activities (Section D).</p>
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4	Section F. Section J. 1	Can a 501c3 non-profit submit an application on behalf of a collaborative of non-profits, for which it is the lead agency and fiscal agent? Specifically, can a legal aid organization submit an application on behalf of an initiative whose mission is to increase immigrant access to public benefits even though it is not specifically the agency who will be performing the deliverables under the contract? The partner agencies who would actually be performing the application and benefits maintenance work would be listed as subcontractors in the application materials.	Applicants applying as a 501c3 non-profit may submit an application (Section F) as a prime contractor. Prime contracting agencies do not have to provide direct services. If you choose to utilize subcontracting agencies, the subcontracting agencies (hereafter referred to as prime subcontractors) may also have subcontracts. However, any second-level subcontractors cannot have any subcontractors of their own (Section J. 1)
5	Section G. 5. a.	What does “Include the percent of total efforts that will be spent in each county” mean? (RFA p. 7 of 37)	Each Application shall provide the percent of total effort (time) that will be spent conducting outreach activities in that county (Section G. 5. a).
6	Section G. 4. b.	Where the RFA says “Include target populations you intend to serve in each county,” does that refer only to the target populations CDSS identified in the scope of work? (RFA p. 7 of 37)	Yes. (Section G. 4. b).
7	Section G.5.b	Is it appropriate/allowable to provide a letter of support from another State entity (agency)?	Yes. (Section G.5.b)
8	Section G.5.a	Is the list of counties for the applicant or is it for both the applicant and the subcontractors?	Yes, the list should include a list of all counties in which you will be conducting outreach activities including your subcontracting agencies. (Section G.5 a)

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9	Section H. 2.	We have staff that are only partially funded by CalFresh (e.g., .10 FTE) what would be an appropriate allocation in the number of applications approved?	According to Section H.2. Indicate what tasks each key CFO staff person shall perform and whether these tasks are administrative activities and/or direct services. Discuss how the number of key personnel and their proposed duties and the time commitments that is appropriate to achieve the proposed services and activities.
10	Section J.1., Section L.2.d., Section L.7., Section L.7.f., Section L.5.f.	<p>Can you clarify which budget template files should be completed by our subcontractor agencies? I'm reading that we (Applicant) and our subcontractors should complete Attachments 6 a-d but if our subcontractors have subcontractors, we should have those sub-subcontractor agencies complete forms 7 a-d. Is this correct?</p> <p>Please clarify the "prime subcontractor" and "second-level subcontractors" designations present in section J, 1 (RFA p. 8 of 37) and the appropriate budget templates to use for the various designations.</p>	<p>Applicants can have prime subcontractors (Section J.1.). Applicants and prime subcontractors must complete Attachments 6 a-d. All other subcontractors of the Applicant and the prime subcontractor must complete Attachments 7 a-d (Section L.2.d. and Section L.7.).</p> <p>Applicants will add a prime subcontractor budget (detailed in the prime subcontractor Attachments 6 a-d) as one line in the Applicant's subcontractor budget in Attachments 6 b and d along with all other subcontractors (Section L.5.f). The Applicant will submit the Applicant's Attachments 6 a-d, all of Applicant's subcontractor Attachments 7 a-d, the prime subcontractor's Attachments 6 a-d and the prime subcontractor's subcontractor Attachments 7 a-d (Section L.2.d, second bullet).</p>
11	Section J Section K. 2. b	If the applicant has subcontracting agencies is CDSS approving those subcontractors or does the applicant have to go through the RFA?	<p>If your agency utilizes prime subcontractors, then: The prime subcontractor must complete SOW Attachment 8 for itself and its subcontractors and the applying agency must ensure that any of its subcontractors that are prime subcontractors must be included in the applying agency's scope of work. (Section K. 2. B)</p> <p>Your agency shall be responsible for establishing and maintaining contractual agreements with, and reimbursing subcontractor's work performed in accordance with the terms of the Agreement. (Section J, 4. a.–e.)</p>

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12	Section K	Will the focus on granted applications deter agencies from working with hard to reach populations?	(Section K. 2) encourages agencies to work with special populations.
13	Section K. 1. b.	<p>If 'the process that works best for the county to supply application approval data' is to not supply it at all, as is currently the case in many counties, are CBOs in those counties unable to get funding through this RFA (with the exception of the small amounts for recertifications and SARs)? Can CBOs self-certify their success rates if counties do not supply the data? (RFA p. 9 of 37)</p> <p>Is a client that self-reports that they received their CalFresh benefits considered acceptable for determining approved application submitted by the contractor?</p>	Contractors must work with their county to determine the process that works best for the county to supply application approval data to their agency (Section K. 1. b).
14	Section K.1.b	How will the approved applications be determined?	An approved CalFresh application is one that is submitted by your agency and/or subcontractors on behalf of a client and subsequently approved by the county welfare department for benefits. Contractors must work with their county to determine the process that works best for the county to supply application approval data to your agency. (Section K.1.b)
15	Section K.1.b & c Section K. 2.	Are applicants expected to delineate the estimated number of applications submitted and approved by Target Populations or simply describe how outreach to those target populations will occur.	All Applicants are required to submit estimates for each deliverable that you plan to undertake. The SOW Attachment 8 must include details about your plan to achieve each SOW item selected, including a description of how you will reach the following target populations. (Section K.2., SOW Attachment 8). See Exhibit A for reporting requirements.

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16	Section K. 1	One organization starts an application with the client, but the client completes that application with another organization. Can both organizations count that application toward their total applications granted?	A CalFresh application submitted to the county can only be counted once. An application that is started is not considered a submitted application. (Section K.1.a). CalFresh applications that are submitted by your agency and/or subcontractors on behalf of a client and subsequently <u>approved</u> by the county welfare department for benefits are considered approved applications and can only be counted once. (Section K.1.b)
17	Section K. 1	Will CDSS assist or coordinate with Counties and subcontractors to develop efficient ways to obtain data on applications?	Contractors must work with the county to determine the application submittal process that works best for the county. (Section K. 1)
18	Section K. 1.	If counties are unwilling to provide data how can contractors report on this?	It is the responsibility of the Applicant to work with their county to determine the process that works best for the county to supply application approval data to your agency. (Section K. 1)
19	Section K. 1. b.	The outcomes for applications submitted in the last month of the year may not be available for approximately 30 days. How does this factor into the last quarter report and how does this impact payment for approved applications?	Each submitted invoice shall be accompanied by a copy of the SOW monthly activity page showing activity corresponding to the invoice period (Exhibit B. 4. b.) For final billing, invoices for services must be received by CDSS within 90 days following each state fiscal year, or 90 days following the end of the contract term, whichever comes first (Exhibit B. Section I).
20	Section K. 1. e.	Do CBOs include SAFE organizations, (Parishes, Baptist churches), as partnership? Is partnering with counties and CBOs limited to 501c3 or does this also include organizations such as the SAFE community?	The list is defined as included, but not limited to. We are asking you to provide a list of partners/organizations that you will be working with. (Section K. 1. e).

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21	Section K. 1. a.	A lot of the work that we do in San Diego is a partnership work, where we partner with 2-1-1 to help connect people with services. If there is a formal partnership established or if there is some other way where a submitted application can be counted by multiple organizations since they all helped to make sure that person was enrolled?	A CalFresh application submitted to the county can only be counted once. An application that is started is not considered a submitted application. (Section K.1.a). CalFresh applications that are submitted by your agency and/or subcontractors on behalf of a client and subsequently approved by the county welfare department for benefits are considered approved applications and can only be counted once. (Section K.1.b)
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<p>22</p>	<p>Section K.2.c., Section K.2.d., Section L.3.</p>	<p>If we have staff funded through a county contract submitting applications directly that would be counted once through the county, those wouldn't be able to be listed on SOW item 1-4. If we are still doing activities that would fall under SOW 5 partnering/general CalFresh activities would that still make for a viable application?</p>	<p>SOW activities must coincide and be consistent with the Budget Detail maximum guidelines (Section L) and consistent with contract Exhibit B Invoicing and Payment. (RFA Section K.2.c.).</p> <p>If Applicants choose to reject tasks, activities or functions, indicate '0' in the SOW Attachment 8. Do not delete them. (RFA Section K.2.d.).</p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Applicant Name: TYPE APPLICANT NAME HERE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">SOW Item #</th> <th style="width: 60%;">SOW Description</th> <th style="width: 15%;">FFY 2015 (Proposed Number)</th> <th style="width: 15%;">FFY 2016 (Proposed Number)</th> </tr> </thead> <tbody> <tr> <td>Item 1:</td> <td>CalFresh Applications Submitted (Paper + Online)</td> <td align="center">0</td> <td align="center">0</td> </tr> <tr> <td>Item 2:</td> <td>CalFresh Applications Approved (Paper + Online)</td> <td align="center">0</td> <td align="center">0</td> </tr> <tr> <td>Item 3:</td> <td>SAR 7 Forms Submitted</td> <td align="center">0</td> <td align="center">0</td> </tr> <tr> <td>Item 4:</td> <td>CalFresh Annual Recertification Applications Submitted</td> <td align="center">0</td> <td align="center">0</td> </tr> </tbody> </table> </div> <p>The Applicant's Budget must demonstrate that it corresponds to the following maximum guidelines for the combined budget when compared with submitted SOW program outcomes (RFA Section L.3.).</p> <ul style="list-style-type: none"> • \$0 (zero dollars) per submitted application • \$350 per approved application • \$20 per submitted SAR 7 • \$50 per submitted Recertification <p>Further, the applicant assures the following (Section O.5 and Section O.9):</p> <ul style="list-style-type: none"> • Duplicate or additional payments for the same work (approved applications, SAR 7s and Recertifications) are not received through separate contracts with county welfare departments. • Program activities do not supplant existing CFO programs, and where operating in conjunction with existing programs, enhance and supplement them. 	SOW Item #	SOW Description	FFY 2015 (Proposed Number)	FFY 2016 (Proposed Number)	Item 1:	CalFresh Applications Submitted (Paper + Online)	0	0	Item 2:	CalFresh Applications Approved (Paper + Online)	0	0	Item 3:	SAR 7 Forms Submitted	0	0	Item 4:	CalFresh Annual Recertification Applications Submitted	0	0
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23	Section K 1. e.	Participating in local collaborative meetings to promote CFO. Does that include internal (with subcontractors) coordination collaborative meetings or does that mean with collaborating with outside organizations to promote CFO?	This deliverable is defined as partnering with counties and CBOs to address barriers to participation and meet the overall goals of the CFO Plan. These agencies may include, but are not limited to: AAA, WIC, First 5, Project Lean, UC Cooperative Extensions, Local Health Departments and schools. (Section K 1.e.)
24	Section K.2.a Section K.2.d	Do each of the items need to be addressed in the SOW or can the Applicant choose which items they would like to address in their proposal?	Use the SOW Attachment 8 to submit your estimates and narrative for FFY 2015 and FFY 2016. You must complete the SOW Attachment 8 for both fiscal years to cover the two-year contract term. All Applicants are required to submit estimates for each deliverable that you plan to undertake. (Section K.2.a) If Applicants choose to reject tasks, activities or functions, indicate '0' in the SOW Attachment 8. Do not delete them. (Section K.2.d)
25	Section L.3., Exhibit B § A.2.	Will an applying agency be held accountable (i.e. not reimbursed) if the outcomes for submitted vs. approved applications, SAR 7s and recertifications are less than originally predicted in the proposed SOW?	Applicant budgets must correspond with three key SOW deliverables (Section L. 3). Exhibit B, Section A.2. defines satisfactory contract service only in relation to approved applications, and remedies available to CDSS.

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<p>26</p>	<p>Section L.3., Attachment 6 a-d, Attachment 8.</p>	<p>Am I correct in understanding that the amount of funding requested to cover total program costs should be based on the number of approved application (\$350 per each approved application), submitted SARs (\$20 per submitted SAR), and submitted recertifications (\$50 per each resubmitted recertification)? Is this an estimated number for each of what the prime contractor hopes to achieve? [Section: L -No. 3-pg 12]</p>	<p>The Applicant's Budget will be evaluated and scored in conjunction with three key SOW deliverables—approved applications, submitted SAR 7s, and submitted Recertifications. The maximum guidelines apply to the Applicant's combined budget. A combined budget includes Federal Share and State Share program costs across all line-items (personnel, fringe benefits, operating expenses, travel and per diem, equipment, subcontracts [as added in the RFA Addendum] other costs and indirect costs). The Applicant's Budget must demonstrate that it corresponds to the maximum guidelines for the combined budget when compared with submitted SOW program outcomes (Section L.3.).</p> <p>The combined budget is the combined program costs of the prime contractor and all subcontractors (if any) (Attachments 6a-d). The combined budget will be compared to the total SOW numbers from the Applicant and all subcontractors (if any) as summarized on page 1 of Attachment 8.</p>
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27	Section L. 3.	Attaching a monetary value to only approved applications for the purpose of determining whether a budget is reasonable may <i>incentivize screening out</i> potentially eligible households and <i>disincentivize working with hard to reach populations</i> who benefit the most from CalFresh outreach and often have more complex situations due to limited phone availability, transportation, verifications, etc. As CDSS is not paying per application, approved or otherwise, will CDSS consider attaching a monetary value to submitted applications for the purpose of determining whether budgets are reasonable? This would mean that the reasonableness of a budget would be based on applications submitted, applications approved, SARs, and recertifications. (RFA p. 12 of 37)	For FFY 2015-2016, the Contractor’s budget shall be based on the three key SOW deliverables – approved applications, submitted SAR 7s, and submitted Recertifications (Section L. 3). Priority will be given to applicants able to address barriers to participation in target populations. (Section G. 4) (Section Q. 3).
28	Section L. 5. A.5 Attachments 6 & 7 Section L.2.c.	The “Total FTE for All Staff Listed” cell has been coded as “0” rather than as the sum of the total FTE from the section below in templates 6 a. and c. Was this done on purpose? The same cell in templates 7 a. and c. do take this sum from the lower section.	Section L.5.a.5) says that the Total FTE will automatically be totaled, which is incorrect and updated in the Addendum to read “ Total the FTE for All Staff Listed above the personnel table.” The formulas and formatting may need to be adjusted, if necessary, and are not intended to restrict budget creation (Section L. 2. c).

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29	Section L.5.h., Section L.7.h., Attachments 7 a-d	Are Applicants required to submit indirect cost rate documentation for the subcontractors?	Applicants do not have to submit indirect cost rate documentation for subcontractors. However, Applicants must follow the instructions in Section L.7.h. with all subcontractors. Subcontractors are required to submit Subcontractor Budget Attachments (7a-b for FFY 2015 and 7c-d for FFY 2016) including information on indirect costs. Applicants should keep indirect cost rate documentation for subcontractor on file.
30	Attachments 7a-d., Section L.6.a., Section L.6.b.	We have some subcontractors that have employees under the current contract, only on the state share and not the federal share. Is that still okay?	<p>Subcontractors are not required to create a split budget (Attachment 7 a-d).</p> <p>The Subcontractor Budget Attachments (7a-b for FFY 2015 and 7c-d for FFY 2016) contain two (2) tabs. The first tab is the "Annual Budget Detail" and the second tab is the "Budget Summary". The Subcontractor's costs must be entered on the Annual Budget Detail tab; these numbers will automatically populate the Budget Summary tab (RFA Section L.6.a.).</p> <p>As mutually agreed upon by Applicant and Subcontractor, add the Percent of Total Program Costs to be Reimbursed by Contractor to the bottom of the Budget Summary page (RFA Section L.6.b.). This step will split a subcontractor budget into State Share and Federal Share.</p>

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31	Section L. 3.	<p>Are we restricted to only working with county [sic] to get this approval information? We have had such mixed results with counties across the state that one of our concerns is that if we are asking the county to provide this information that they might not even have the staff available to do that. Other counties are already providing some of this information to our local subs. We were just wondering if it was a possibility to use different avenues to get this data. Can we get this data from a more centralized source like at the state level or USDA?</p>	<p>Contractors must work with their county to determine the process that works best for the county to supply application approval data to your agency. The SOW Attachment 8 must include details about your plan to achieve each SOW item selected (Section K. 1.b. & 2.a)</p>
32	Section L.	<p>In the maximum rate for FFY 2015 grant, is \$350 the max of the ceiling for FFY2015 or will the 2016 be adjusted for inflation.</p>	<p>The amount will be the same for the term of the contract, FFY 2015-2016 (Section L. 3).</p>
33	Section L.5.e.4	<p>There was an example given about cost of travel. A .50 FTE coordinator attends a workshop that half of the workshop is CFO related and the example states that the reimbursable amount would be \$100. I guess my first equation [sic] of that is \$200 reimbursable because the 50% that the person spent on CalFresh is already reflected in the fact that they are already spending half of their day at the training doing CalFresh activities. Where does the double proration come in?</p>	<p>Proration of travel is not necessary for CDSS-required training and activities. Proration is necessary for optional travel which includes both proration for a staff person's FTE dedicated to CFO and proration for the percentage of a conference dedicated to CFO. Please see Section L.5.e.4 for an example.</p>

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34	Section L.5.e	Are travel expenses for FANOut covered for all levels of contractors (prime, prime subcontractor, and secondary sub at 100 percent?	Proration of travel is not necessary for CDSS required trainings and activities for the applying agency. (Section L. 5. e. 3 & 4)
35	Section M. 3. E.	Are completed MOUs for subcontractors required to be submitted with the application or are unsigned templates sufficient?	Only the MOU Template is required. (Section J. 3)
36	Section M. 2.	Is bond paper required? Will CDSS accept applications printed on regular paper? (RFA p. 22 of 37)	The printed Application must be submitted using one-inch margins at top, bottom and both sides, a font size of not less than 11 points, printed single-sided on white 20 lb. paper (8.5 x 11 inches) with sequential pagination. (Section M.2.d)
37	Section Q.	How likely is CDSS to fund a group to do outreach to immigrant communities in just one county?	Applicants will be evaluated based on its adequacy, accuracy, thoroughness, and degree to which it complies with the RFA requirements (Section Q).
38	Exhibit A § 6.b.	The final reports are due on the final day of the Federal Fiscal Year. Will CDSS be flexible with the final report due dates? Many organizations are still providing services on September 30 th and without asking subcontractors to report their activities at the end of August (and to exclude all work done in September), it would be impossible to meet this deadline. (Exhibit A p. 2 of 4)	The due date for the Quarter 4 (Final) report is incorrect in the RFA. The actual due date for FFY 2015 Quarter 4 (Final) report is October 30, 2015. The actual due date for FFY 2016 Quarter 4 (Final) report is October 30, 2016 (Exhibit A. 6. b).

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39	Exhibit A § 8.D.	<p>Exhibit A (p. 4 of 4) indicates that contractors will have to report on the number of applications submitted for each of the six target groups identified by CDSS. Many of the clients served could fall into two or more of these categories. Examples: mixed-status households always contain at least one immigrant, eligible military families are also working low-income households, and veterans are often seniors. Should it be assumed that the sum of applications submitted in each group will be greater than the total number of applications submitted?</p> <p>Will organizations need to collect data on the clients they assist per the population they represent?</p>	<p>Yes. For a single submitted CalFresh application, the contractor will track all of the target groups that the client falls into (Exhibit A. 8. D).</p>
40	Exhibit B	<p>If awarded would the applicant be reimbursed based on outcomes or on actual cost?</p>	<p>For services satisfactorily rendered, and upon receipt and approval of the invoice(s), CDSS agrees to pay the Contractor for said services in accordance with the rates specified in Exhibit B, Attachment 1 and Exhibit B, Attachment 2.</p>
41	Exhibit B § A.4	<p>If a prime intends to submit monthly invoices, must each subcontractor also submit invoices monthly to the prime?</p>	<p>Yes. Please see Exhibit B, Section A.4</p>

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42	Exhibit B § A.2.a.	Exhibit B (p. 1 of 6) defines “services satisfactorily rendered” as meeting at least 75 percent of the approved applications goal. CalFresh outreach workers can ensure they are well-trained so they can assist clients and can attempt to assist and empower clients to ensure follow through on the application. But, they cannot control situations where a client cannot reach his eligibility worker because the worker either does not call them back or they cannot leave a message on a full voicemail box, lost applications/verifications, and eligibility worker errors. In FFY 2013, California had a statewide negative error rate of 31.2 percent according to data on CDSS’ website, meaning that nearly one-third of applications were wrongly denied or terminated. As it relates to this RFA, that means that potentially one in every three applications that should be approved will be denied. We are concerned that given the high negative error rate, 75 percent approval may be unattainable in many counties, particularly given the budget constraints.	For the purpose of this agreement, “services satisfactory rendered” is defined as total approved CalFresh applications at or above 75% of the Scope of Work (SOW) target detailed (Exhibit B. A. 2. a).
43	Exhibit B § A.4.	Some of the language and examples in Exhibit B (p. 2-3 of 6) seem to indicate that invoicing occurs on a monthly basis. Is quarterly invoicing no longer an option?	Original, accurate paper invoices signed by two authorized officials, employees or agents shall be mailed or delivered monthly in arrears (Exhibit B. 4).

California Department of Social Services

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44	Exhibit B § A.4.b.	What is the SOW monthly activity page? (Exhibit B p. 2 of 6)	This form will be created and distributed to successful applicants.
45	Exhibit B, § H, Exhibit B, § A.3	Are prime contracting agencies given funding up front for the fiscal year? Or are they reimbursed for costs as they are incurred? Or are they given funding only when the applications, SARs or recertifications are submitted? [Section D-pg. 4]	Exhibit B, Section H clarifies that no advance payment is allowed under the contract with the state. Invoices are charges for reimbursement of allowable program costs spent during the invoice period (Exhibit B, Section A.3.).
46	Exhibit B § D. 2.	Exhibit B (p. 4 of 6) indicates that contractors will be reimbursed 75 percent of state share. Elsewhere, the rate is 70 percent. Please confirm this is a typo.	The reimbursement of 75 percent of state share is incorrect. The Contractor shall be reimbursed for services satisfactorily performed at a rate of not more than 70% of every allowable state share dollar Contractor contributes and for which contractor provides adequate documentation (Section D.)
47	Exhibit B § J.	Regarding Exhibit B, Item J: Provided that the originally approved budget line item amount remains unchanged, is there any limitation on costs being shifted within a particular line?	The line item shifts are covered in Exhibit B. These shifts are outside the scope of the RFA and will be determined at a later time. (Exhibit B)
48	Exhibit B	Is there a place that we need to indicate where our own matching funds are, what the source of those funds?	The Contractor is responsible for maintaining verifiable records of all State Share contributions (Exhibit B. D. 2).
49	Exhibit B, Section A.4 & A.4.b	As it is very onerous on the part of sponsor program to be able to get information together and documentation to do invoices on a monthly basis is there any room for negotiation back to quarterly invoicing or you guys pretty firms on monthly as far as invoices go [sic]?	Original, accurate paper invoices signed by two authorized officials, employees or agents shall be mailed or delivered monthly in arrears (Exhibit B, Section A.4.). Each invoice shall be submitted timely and be bundled with the following supporting documentation: A copy of the SOW monthly activity page showing activity corresponding to the invoice period (Exhibit B, Section A.4.b.).