

**ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES**  
**QUESTIONS & ANSWERS REGARDING**  
**RFP # 2021-018VF: Youth Development Programming**

| QUESTION        |  | ANSWER  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
|-----------------|--|---|-------------|----------------|---------------|---|---------|----------|---|---------|----------|---|---------|----------|---|---------|----------|---|---------|----------|---|---------|----------|---|---------|----------|---|---------|----------|-----------------|------------------------|--------------------------|
| <b>1.</b>       | <p>Under “Scope of Work,” the RFP states: “At-risk youth shall be described as any Erie County youth aged 5-20 and as one or more of the following..... Living within a family below 200% of the federal poverty line.” Can you translate what 200% below the federal poverty line mean in the equivalent of school-based programs and measurements, such as Title 1, LMI, and free and reduced lunch rates?</p> | <p>The following are the guidelines for 200% of the Federal Poverty Line:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #fce4d6;">Family Size</th> <th style="background-color: #fce4d6;">Monthly Income</th> <th style="background-color: #fce4d6;">Annual Income</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">\$2,146</td><td style="text-align: center;">\$25,760</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">\$2,903</td><td style="text-align: center;">\$34,840</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">\$3,660</td><td style="text-align: center;">\$43,920</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">\$4,416</td><td style="text-align: center;">\$53,000</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">\$5,173</td><td style="text-align: center;">\$62,080</td></tr> <tr><td style="text-align: center;">6</td><td style="text-align: center;">\$5,930</td><td style="text-align: center;">\$71,160</td></tr> <tr><td style="text-align: center;">7</td><td style="text-align: center;">\$6,686</td><td style="text-align: center;">\$80,240</td></tr> <tr><td style="text-align: center;">8</td><td style="text-align: center;">\$7,443</td><td style="text-align: center;">\$89,320</td></tr> <tr> <td style="text-align: center;">Each additional</td> <td style="text-align: center;">+ \$756 per each add'l</td> <td style="text-align: center;">+ \$9,080 per each add'l</td> </tr> </tbody> </table> <p>This standard is a bit more generous than free lunches (130% of the Federal Poverty Line) and reduced lunches (185% of the Federal Poverty Line). Title 1 is a measure based on the number of students that qualify for free or reduced lunches, so again, the 200% standard is more generous.</p> <p>LMI (low or moderate income) refers to a family’s income in relation to the area median income. In Erie County, the area median household income is \$58,121 (as of 2019), so to be considered “low income,” the family would have to make less than 50% of that (\$29,060.50), and moderate income, less than 80% of that (\$46,496.80).</p> | Family Size | Monthly Income | Annual Income | 1 | \$2,146 | \$25,760 | 2 | \$2,903 | \$34,840 | 3 | \$3,660 | \$43,920 | 4 | \$4,416 | \$53,000 | 5 | \$5,173 | \$62,080 | 6 | \$5,930 | \$71,160 | 7 | \$6,686 | \$80,240 | 8 | \$7,443 | \$89,320 | Each additional | + \$756 per each add'l | + \$9,080 per each add'l |
| Family Size     | Monthly Income   | Annual Income   |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 1               | \$2,146  | \$25,760  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 2               | \$2,903  | \$34,840  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 3               | \$3,660  | \$43,920  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 4               | \$4,416  | \$53,000  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 5               | \$5,173  | \$62,080  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 6               | \$5,930  | \$71,160  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 7               | \$6,686  | \$80,240  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| 8               | \$7,443  | \$89,320  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| Each additional | + \$756 per each add'l   | + \$9,080 per each add'l  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| <b>2.</b>       | <p>I was looking over the complete RFP and on the Fiscal Form supplied in the RFP there is a Supplemental Application Information section that has two boxes checked X one is regarding our Audit which I understand and the other refers to Most Recent Management Letter. What is that? Is that what the under page 5 of the General Requirements refers to as our Current 501c3 status?</p>                   | <p>A Management Letter refers to a letter prepared by the auditor which discusses findings and recommendations for improvements in internal control, that were identified during the audit and were not required to be included in the auditor's report on internal control, and other management issues.</p>   |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |
| <b>3.</b>       | <p>The RFP says an original must to be submitted to Senior Youth Bureau Director, but under the Supplemental Application Information it reads that another copy of the Audit and Management Letter? Is this just reiterating the General Requirements page or in addition to?</p>  | <p>The fiscal piece of your proposal (what we call “Appendix B”) should include actual “Appendix B” and budget forms, audit, management letter, most recent IRS 990 form, and proof of 501(c)(3) status. A paper copy should be submitted to the Senior Youth Bureau Director, while a scan of this packet should be uploaded to the RFP portal.</p>  |             |                |               |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |   |         |          |                 |                        |                          |

|           |  |  |
|-----------|--|--|
| <p>4.</p> | <p>The RFP states: <b>“For agencies not currently contracted with ECDSS to provide the requested service: References and data from similar work (a list of at least three references from community partners and collaborators or an individual with knowledge of and experience with the specific services being offered)”</b> Would it be advisable for new applicants to actually include three letters of support, or just a list of three references that could be contacted?</p>   | <p>Regarding the references, letters of support would work as references, as long as the writer has <u>direct knowledge and experience</u> of your agency’s services provision. There should also be some data regarding the services provided, which letters of support do not always provide. At minimum, a list of three references with contact info, and a brief description (with a few facts/data) regarding the service you provided to them.</p>  |
| <p>5.</p> | <p>On page 6 of the application, Appendix B is said to include</p> <ul style="list-style-type: none"> <li>• Fiscal Form</li> <li>• Most recent IRS 990 form or equivalent</li> <li>• Current 501(c)(3) status</li> </ul> <p>But on page 34 of the RFP, the actual Fiscal Form, it also says</p> <p><b>SUPPLEMENTARY APPLICATION INFORMATION</b></p> <p>Provide a separate envelope or folder which includes one copy of the most current information as noted below. These materials cannot be returned.</p> <p>X Most recent Audit report prepared by an independent CPA</p> <p>X Most recent Management Letter</p> <p>As John pointed out however, this request for supplemental information was not included on the Fiscal Form in the recent Primetime RFP. Can you please confirm, is there an additional audited financials requirement intended for this RFP in addition to the 990? If so, and an agency does not yet do annual audits, would a year-end financial report suffice?</p> | <p>Since not all agencies get audit reports/ management letters, we can make it optional. If you can include one, it’s useful, but we won’t require it.</p>  |
| <p>6.</p> | <p>I do not see an editable version of the Appendix B Fiscal Form available here, only the Program Budget form - am I overlooking it?</p>  | <p>There is a fillable Appendix B on the <a href="#">Youth Services webpage</a>. It is listed under the RFP. It was posted with the title “Addendum to RFP,” but the name has now been changed to “Fillable Appendix B”.</p>   |
| <p>7.</p> | <p>I was taking a look at the new RFP and I noticed 2 additional documents: the ADA Policy and the Language Access Policy. Are there standard forms for these or is this something we create? If it is something we have to create on our end, do you have any examples of what these would look like? As our services are delivered in the school environment, would it suffice to do a write up for each of these sections that describes that our partner buildings take responsibility for translating services, as necessary and providing all IEP required services?</p>   | <p>The ADA Policy and Language Access Policy are new requirements in this RFP, but it has long been required “in practice” that all contractors of Erie County provide equal access to their services as required under the Americans With Disabilities Act. Your “policy” doesn’t have to be anything fancy or elaborate... just a description of how you will ensure that all youth, regardless of physical disability or language barrier, will be able to fully access your program. If your policy is to utilize resources already in place where you conduct the program, just state that, and describe those resources and how you will be able to access them. Even a paragraph or two is fine, as long as it addresses these issues</p> |
| <p>8.</p> | <p>The application asks for the names of the ADA Coordinator and Language Access Coordinator – can these be the same person? Is there any specific training involved?</p>  | <p>Yes, they can be the same person, and no, there is no specific training. Each agency should have someone who is ultimately responsible for ensuring that equal access is provided to all participants, and who will receive requests for accommodations, and who will handle any complaints relating to lack of access.</p>   |

|     |  |  |
|-----|--|--|
| 9.  | Using the comparison with the Primetime application, can you confirm that only ONE hard copy is required at the detention center? For Primetime we submitted a hard copy and another one for Paul. This time you need only one hard copy? And, is the hard copy to be in separate A and B envelopes? | Yes, only one hard copy is required. Please put Appendices A and B in separate envelopes.  |
| 10. | If an agency is currently providing Prime Time or YDP services (in 2021), do they need to provide references?  | No. If you are currently providing these services in 2021, you do not need to provide references, or the 990 form.   |
| 11. | Reading through the RFP and noticed under Section 5. <i>Program Description &amp; Details</i> bullet number 4: Exact length of time (weeks) youth will participate (Typically 6-10 weeks) :<br><br>Shouldn't it read months? Since this is the YDP RFP and the grant period is Jan 1-Dec 31. 2022.   | The 6-10 weeks was a carry-over from the Prime Time program.... Do not feel limited to that time frame. Put whatever timeframe is appropriate to your program.<br><br>I apologize for the confusion. I will address this at the Bidder's Conference, as well as post it to the Q and A.  |
| 12. | Did the new Appendix B replace the former Budget document?   | Please use the new Appendix B, and not the former one (the 2020 document you attached).  |
| 13. | On the Fillable Appendix A provided, there was no area to fill in information on the Touchstones, as there was in the example provided in the RFP document. Should we just provide this information elsewhere?   | That was an oversight. It has since been corrected, and a revised Fillable Appendix A is available (should be posted on the <a href="#">Youth Bureau's website</a> by the time of this meeting.) It can also be emailed to anyone upon request.... Please email <a href="mailto:Judith.Kolmetz@erie.gov">Judith.Kolmetz@erie.gov</a> . On 4/28/21, it was emailed to all the attendees of the Informational Meeting that left their email address in the chat, as well as a WORD version of Appendix A, which was requested. |
| 14. | Does the ENTIRE 990 form need to be included? It can be many pages.  | No. Just the main form, not all the supplemental pages and worksheets. If you are currently providing these services in 2021, it is not required at all.   |
| 15. | Can you provide the link to the sample Language Access policy?   | It is available <a href="#">here</a> .<br><br>( <a href="https://www.hhs.gov/civil-rights/for-providers/clearance-medicare-providers/example-policy-procedure-persons-limited-english-proficiency/index.html">https://www.hhs.gov/civil-rights/for-providers/clearance-medicare-providers/example-policy-procedure-persons-limited-english-proficiency/index.html</a> )  |
| 16. | Will there be a link to the recording of this meeting?   | Yes, here it is: <a href="#">YDP Info Meeting 4-28-21</a>  |
| 17. | Can we get a copy of the Powerpoint Slideshow presented at the meeting on 4/28/21?   | Yes, the PowerPoint slideshow is available on the <a href="#">Youth Bureau website</a> . A PDF copy of it can be obtained by emailing <a href="mailto:Judith.Kolmetz@erie.gov">Judith.Kolmetz@erie.gov</a> . A PDF copy was emailed to all the participants who put their email addresses in the chat during the meeting.  |