Questions and Answers

1. **Where is the program to be housed?** The program will be housed with the organization who receives the contract.
2. **If the program is housed outside of the Job Center will computers, etc., be provided as equipment purchase and rental are both unhallowed costs?** Yes, much of the cost went to the wages of the participant.
   Also, if outside the Job Center, many facility related expenses are listed as unallowed
3. **How will "low income" be defined (WIOA, TANF or some other measure)?** There are specific guidelines under TANF. The guidelines and grid chart will be shared with the contractor.
4. **Are there goals associated with the outcomes enumerated on page two of the "Introduction/Statement of Intent"?** The goal of the program is to have eligible youth obtain summer employment, complete job readiness training, and complete financial literacy training. More information will be shared with the contractor.
5. **In the first paragraph under "SLATE's Summer Jobs Program" it states "SLATE will not pay the contractor for incorrect eligibility assessments." Please more fully explain what is meant?** SLATE will not reimburse for participants enrolled and services in the program who were not eligible to receive services.
6. **In the "Evaluation Criteria" under II, item 8, you ask (among other things) for an explanation of how the organization will do data collection for statistical reporting. Are you looking for something more than ToolBox? If so, what are we talking about?** All contractors will use Toolbox 2.0 as a means of data collection. SLATE and the State of Missouri will grant access.
7. **Is there an expectation of caseload size?** This is determined by the individual organization.
8. **What is the SLATE QA process for weekly case notes and enrollments planned to look like? What will the expected response time be? (i.e., right now WIA enrollments must go through SLATE within 72 hours of ToolBox entry.)** SLATE will review each record entered into Toolbox 2.0. A physical file response time has not been determined. SLATE will monitor case notes weekly.
9. **Is there a sample weekly programmatic report available for review?** There will be weekly conference calls at the beginning of the program to help with program implementation. The report will be given verbally unless there are unforeseen program issues.
10. **Are their particular pre/post tests expected for program evaluation? If so, are there any specifics about this process available?** Yes, we have a pre and post

financial literacy assessment. Currently, it is pen to paper.

11. **Is the payroll for the youth being handled by the City? If so, what will be the timelines for timesheet submission each pay period?** Yes, the payroll is being handled by the city. It is bi-weekly. There will be a calendar given with deadlines for timesheets.
12. **Is SLATE's usual 10% administrative cost maximum allowed?** Yes
13. **I see that cell phones are on the "unallowed costs" list. Would reimbursing an employee for using their own cell phone be an allowable "phone service" expense?** No
14. **Under Application Procedures, it states "The proposal may not be more than 10 pages". However, under RFP Summary Checklist it states "Application does not exceed 20 pages". Please clarify, although you said 10 pages at the pre-bid meeting.** Yes, the pre-bid meeting statement of 10 pages is correct.
15. **All youth in the Summer Jobs program will be entered in Toolbox, and in the pre-bid meeting it was mentioned they would have codes or entries specific to that program. If youth currently participating in our WIA youth program also engage with the Summer jobs program, would that mean entering two separate sets of case notes each week for the youth in Toolbox, or would the case notes be inclusive of both? (Hopefully that makes sense.)** Case managers will only need to enter in one set of case notes.
16. **Is it allowed to pay students' stipend for Financial Literacy (3hrs) and Job Readiness Training (10hrs)?** The financial incentives and youth wages will be part of SLATE's responsibility. If awarded the contract, the incentives will be paid through SLATE and should not be a budget line item.