

**Deaf and Hard of Hearing Program**

**Solicitation for Proposals Program Year 2024-25**

**Questions and Answers**

1. **Can an organization provide services to those counties that are outside of its five AJCC offices they’ve been assigned?**

For this solicitation, the grantee will be required to collaborate with EDD staff located in

designated America’s Job Center of CaliforniaSM (AJCC) sites. While hybrid teleworking schedules are permissible, staff must commit to a minimum of three days at their designated AJCC sites. If an applicant proposes to serve a geographical area not listed in the Solicitation for Proposals (SFP), the proposal must clearly delineate the deaf and hard of hearing population’s presence and the necessity for services in that locale. Additionally, it should demonstrate why those needs are not currently being met. For additional information, see Section 1.D. of the SFP, Program Locations.

1. **Is it permissible for an organization’s employment specialists to serve clients that are not within their dedicated AJCC office, for instance, a Fremont employment specialist serving a San Francisco client?**

There are no restrictions on qualified grant staff serving participants in the DHH grant who reside in locations outside of their assigned AJCC office, as long as staff remain available at the contracted AJCC(s) they are designated to be co-located within.

1. **How can our organization make requests to approve to serve the Deaf and hard of hearing population in those geographical areas not listed in the SFP?**

If an applicant intends to serve a geographical area not listed within the SFP, the proposal must explicitly identify the deaf and hard of hearing population and the need for services in that locale and demonstrate why those needs are not currently being met. For additional information, see Section 1.D. of the SFP, Program Locations.

1. **We understand that the project narrative part is to be limited to 15 pages but what about the total proposal, is there any limit on the total number of pages submitted?**

The Project Narrative (Exhibit A) is limited to 15 pages and the Executive Summary is limited to 3 pages. Otherwise, there is no other page limit.

1. **The grantee requirements chart shows exit then follow-up. How does it work because when we close the case, should it be follow-up then exit?**

Follow-up services can be provided during and after participation. However, follow-up activity codes can only be entered after a closure form has been submitted or the participant has exited the program.

1. **Can we place a full-time program manager at our building then place two staff per EDD facility? Because the space with EDD facilities is very limited. Our vision is for the program manager to oversee all 8 offices and travel to offices when needed. Most of the communication will be done online or via video.**

For this solicitation, the grantee will be required to collaborate with EDD staff located in designated AJCC sites. It is recommended that a minimum of two staff persons be assigned for the specified contracted hours. Additional staff can be located within a separate business office. For additional information, see Section 1.D. of the SFP, Program Locations.

1. **Are there alternate dates for office hours if unable to meet for the scheduled office dates provided?**

Presently, only two Office Hour Sessions are scheduled, the first is on May 9, 2024, at 10 a.m. Pacific Time (PT), and the second is scheduled for May 14, 2024, at 10 a.m. PT. Please send any additional inquiries to the [wsbsfp2@edd.ca.gov](mailto:wsbsfp2@edd.ca.gov).

1. **Can you rephrase the hybrid schedule? Three days in the office and two days work from home?**

Hybrid teleworking schedules will be permitted for this solicitation, with staff required to work a minimum of three days at their designated AJCC sites. For additional information, see Section 1.D. of the SFP, Program Locations.

1. **During evaluating proposals, do you weigh more toward the lowest cost bid or the experience of the bidder?**

Ranked scores will primarily inform recommendations for funding, alongside other factors such as geographic distribution of funds, uniqueness, and innovation of the proposal. For additional information, see Section 7.A. of the SFP, Proposal Evaluation and Recommendation for Funding.

1. **Will the office hour sessions have interpreters readily available?**

Yes, interpreters will be readily available during the Office Hour sessions for those who require their services.

1. **When is the Notice of Intent to Apply due?**

The deadline for Notice of Intent to Apply is May 10, 2024 by 12 noon PT. For additional information, see the chart in Section 3 of the SFP, Significant Dates.

1. **Which email is to be used for sending notice of intent?**

Send all correspondence relating to the DHH PY 24-25 SFP to [WSBSFP2@edd.ca.gov](mailto:WSBSFP2@edd.ca.gov).