

**2009 SPECIAL YOUTH INITIATIVES  
REQUEST FOR PROPOSALS  
SUBMITTED QUESTIONS WITH METP'S RESPONSE**

- 1) In the RFP, there is a section for youth wages, pretty self-explanatory, but as far as the "Staff Wages" and "Support Services", what are the possible things that would go under these headings?**

*Staff wages would be wages expended on other staff in support of your proposed project.*

*Support Services are costs associated with services that relate to enhancing the experience of the youths work experience (such as bus tokens). They may also be expenses such as payroll services which are a necessary expense*

- 2) For staff wages, would our business manager's time processing payroll for our youth staff be something?**

*A business manager's time spent on processing the youth's payroll would be considered a viable expense.*

- 3) Furthermore, time spent by our program directors doing any training or direct supervision of our youth staff, would this be something that would qualify?**

*Program directors or direct supervisors time spent on supervision of the youth associated with your project would be an appropriate related expense.*

- 4) As for support services, would this include administrative fees, like ADP payroll services, background checks, etc...?**

*ADP payroll services and background checks could be included in support services or you may want to include them in the "other" category. Provide a description of the expenses, no matter what category you select.*

- 5) And would this include benefits, FICA and Unemployment?**

*These expenses would be included in the staff wages category.*

- 6) I assume I should put the full cost of all of these and if we were to be selected, the city would negotiate how much of that would be covered, is this correct assumption?**

*Provide related expenses in all budget categories and the readers/raters of the proposals will make a cost per participant award based on the services provided (as stated in the RFP, the CPP will range from \$400-\$800 per youth) Keep in mind that the funder will pay the full costs of the youths wages (and will ask for verification of those expenses) and will provide a CPP that the provider may put towards the cost of all other expenses.*