

**Governor's Workforce Board
FY16 Workforce Innovation Grants
Questions & Answers**

Q & A from Pre-Proposal Conference April 9, 2015

- 1. At what point will we know whether Work Immersion funds are available for the paid work experiences?**

ANSWER: We expect that Work Immersion funds will be available to support businesses that provide paid work experiences to your participants. The amount of Work Immersion funds will not be known until on or after June 30.

- 2. Is it mandatory to purchase the NCRC curriculum?**

ANSWER: No, but it is encouraged

- 3. Can participants take NCRC test sections separately? Is the \$28 fee for each section or the entire test?**

ANSWER: Yes the four tests can be taken at different times; the \$28 fee covers all four tests

- 4. Do you have to take all four components of the NCRC to receive a certificate?**

ANSWER: Yes

- 5. Are there existing NCRC testing sites for participants to use?**

ANSWER: Yes, if you are funded and do not want to be a test site we will provide you with this information

- 6. Is there a target number of participants to be served?**

ANSWER: No, but you will need to make a compelling case for who you are serving and why

- 7. Can stipends be counted towards paid work experiences?**

ANSWER: No, paid work experiences must be wages paid by an employer.

- 8. Where can I find a detailed description of past grantees?**

ANSWER: There is a list of past grantees posted on the GWB website. There are also articles about some past grantees in archived GWB newsletters which can also be found on the GWB website.

- 9. Is there a recommendation on the portion of funds that should be used for administrative costs and program costs?**

ANSWER: No there is no recommendation. Grant reviewers will evaluate the appropriateness of administrative and program-related costs

- 10. Do students who are in a GED program count as out-of-school youth?**

ANSWER: Yes

- 11. Will participants have more than one opportunity to take the NCRC test?**

ANSWER: Yes. There is a 30 day waiting period between testing and there is a cost for each time they take the test

12. How do I address the NCRC component of the RFP if my program currently utilizes a similar type of assessment that is more industry specific?

ANSWER: Other work readiness curricula are permissible. You should explain why the industry-specific curriculum is preferable to the NCRC.

13. Is the acceptance date of mailed proposals the post date or do they have to be received by May 11th?

ANSWER: All proposals must be received IN HAND to the GWB by 3pm on Monday May 11th, and, in addition, a PDF of your proposal must be submitted electronically to gwbinfo@dlt.ri.gov by 3 PM on May 11.

14. Is there a target cost per participant?

ANSWER: No

15. Does the grant cover supportive services?

ANSWER: Yes

16. Will readers be provided performance reports from Round 1 grantees or just Round 2?

ANSWER: Only current Round 2 grantees

17. Can previously funded grantees be awarded more than what they received in FY15?

ANSWER: No, FY2016 grants may not exceed FY15 awards.

18. Can we train current employees of our businesses?

ANSWER: No, this is not an incumbent worker training grant

19. Can an indirect cost rate be included in the budget?

ANSWER: Yes but you must provide your certificate and no administrative costs should appear in the budget

20. Will we be required to fill out more than one W-9 if we have multiple dba's that we will be working with?

ANSWER: You should choose one entity to be the fiscal agent and just submit a W-9 for that entity

21. If our budget is \$400,000 and we were hypothetically awarded \$100,000, what amount would meet the requirement of the 20% match?

ANSWER: Your cash match must equal or exceed 20% of the GWB grant. In the above example, the cash match would have to be at least \$20,000.

22. We are adding some costs to our budget for the NCRC credential, Is it necessary to reduce other costs in our budget to keep the cost at or under the amount of last year's award total?

ANSWER: Yes

23. The RFP states that preference will be given to proposals that are designed to prepare individuals for full-time jobs.... that pay at least 150% of the RI minimum wage - does "minimum wage" refer to the base pay only? or can fringe benefits be taken into consideration?

ANSWER: It refers to the base pay at \$9.00 per hour

24. Can you please explain "cash match contribution" and provide an example from a sample grant application?

ANSWER: : For the purpose of this RFP, cash match shall be defined as any expense that can be documented as being in service of the project that is not used as a match for other grants.

Examples of Cash Match:

- Staff time spent on project
 - Based on percent of staff time allocated to the project
 - Instructor salaries may be counted as a cash match, based on time allocated to the project.
- Other grants that support the project, including Federal, State, or private.
 - Funds may not be used as a match for more than one grants
- Services and materials, such as
 - Bus or transportation for participants
 - Classroom materials purchased or used in training
 - Equipment purchased for use on project
 - Depreciation expense of equipment used in project
- Space
 - Rent and related expenses that are allocated to the project

25. What methods do you accept to document that our applicants are not employed (if they are not receiving unemployment benefits)? Will a food stamp letter or card suffice?

ANSWER: Any letter from another state agency certifying that the individual is not employed will be sufficient. However, if the individual is not able to produce one of these documents your organization should have a self certifying document the individual can sign to attest to the fact that they are unemployed

26. You note that experiential learning can include paid and unpaid internships, etc. Does this include "stipends" as well?

ANSWER: See Question 7

27. What is the difference between a "stipend" and an "incentive" for purposes of this grant? (p. 12 section 3)

ANSWER: Stipends and Incentives should be considered the same. In either case they are not the equivalent of wages paid for work and they should not be used as such

28. For small nonprofits (annual operating budget less than \$250,000) can a "financial review" and/or "agreed upon procedures" satisfy your requirement/request for a copy of the most recent "audited financial statements" ? (See p.12, Section H)

ANSWER: Yes

29. Does bonding insurance meet the same requirements as a "fidelity bond" (p. 12 Section G - #6)

ANSWER: Yes

30. This grant does not fund adult literacy, numeracy, GED or ESL. but can we include some of these skills contextualized in specific work settings in curriculum/training for which we request funds in this grant?

ANSWER: Funding for contextualized adult education may be permitted so long as the applicant makes a clear and compelling case that funded activities are job-related.