Governor's Workforce Board Incumbent Worker Training Grants
Questions & Answers

Q & A from Pre-Proposal Conference January 27, 2014

1. **Where can I find the NAICS codes referred to on the proposal cover sheet?**
   ANSWER: http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012/ This link is also provided on the proposal cover page.

2. **What does "expenditure" refer to on the Results Form -- the total cost of training or the funds we are requesting from GWB?**
   ANSWER: The total funds that are being requested from the GWB.

3. **What does "target" refer to on the Results Form?**
   ANSWER: Target refers to the outcome goals that you plan to achieve by the end of the grant.

4. **Can we request funding for more than one type of training in the grant proposal?**
   ANSWER: Yes, and if you do, grant reviewers may approve some of your proposed trainings and not others.

5. **Does the grant cover training for out-of-state employees?**
   ANSWER: Yes, as long as they are on a Rhode Island payroll.

6. **Is the cost for a professional coach allowable?**
   ANSWER: Yes, as long as training is being provided.

7. **Should the travel for out-of-state trainers be broken out in the training proposal?**
   ANSWER: Yes. The GWB will not pay travel expenses for trainers or trainees.

8. **Should we attach contractor/vendor training proposals to our grant application?**
   ANSWER: Yes, please. This is very helpful.

9. **Can grant funds be used to pay for professional license exams or fees?**
   ANSWER: Yes, but only for individuals who have completed training under this grant.

10. **Can a youth be a "reverse referral" to the youth center for the bonus internship?**
    ANSWER: Yes. To receive bonus funding for providing a youth internship, the youth must be a client of a YouthWORKS411 center. You may refer a youth to a YouthWORKS411 center prior to your internship so that they can become a youth center client.

11. How much bonus funding will be awarded for youth & unemployed adult internships?

ANSWER: There is a total of $50,000 available to support bonus funding for internships. These funds will be awarded separately based on a review of the proposed internships among those companies that receive Incumbent Worker Training Grants.

12. How will unemployed adults be referred for an internship?

ANSWER: Adult interns must be referred by programs that provide pre-employment training, education, and/or supportive services such as the netWORKri On-Ramps program, GWB Innovative Partnership grant recipients, adult education providers, and DLT-approved "Eligible Training Providers." If your internship proposal is approved, you will be contacted by one of these entities to match you with an intern.

13. How does the payment work for the bonus funding?

ANSWER: Bonus funding reduces the match requirement of Incumbent Worker Training grant recipients. The funds will be paid upon successful completion of the internship.

14. Are college students eligible to be interns for the bonus funding?

ANSWER: No, bonus funding is available only for internships provided to youth referred by YouthWORKS411 centers and unemployed adults referred by pre-employment training programs.

15. Are bonus points awarded for specific sectors that apply to this grant?

ANSWER: No.

16. Can temporary employees be trained through this grant?

ANSWER: No.

17. Can non-allowable costs be used towards the match?

ANSWER: No.

18. How is an employer's unemployment rate affected if they provide a temporary paid work experience to an unemployed adult for the bonus funding?

ANSWER: Employers who participate in the program would have to report wages for these temporary employees just as they do for their permanent employees.

In order to be the chargeable employer in an unemployment insurance claim in Rhode Island, the employee must have worked for you in their base period and earned at least $148 for at least four weeks. This could potentially lead to being charged for unemployment benefits; however, the charge (if any) to their experience rating would be minimal. The chances of someone being eligible without wages from another employer is non-existent since all the wages with the participating employer would be earned in one quarter.

19. On page 16 of the RFP it states that a PDF version of the grant proposal must be submitted on February 11, 2014, but the grant is not due until February 18, 2014

ANSWER: That is a typo on page 16. All submissions, hard copy and electronic, are to be submitted by 4pm on Tuesday February 18, 2014.

20. Can training costs be paid retro-actively through this grant?

ANSWER: No, the grant will not cover the cost of any training that occurred prior to the start of the grant.

<u>Q and A submitted electronically</u>

21. Our company is comprised of five separate companies, each with a separate tax ID and EIN. Can each of our companies apply for a separate training grant, or do they all need to be combined under our parent company?

ANSWER: As long as your subsidiaries have separate federal Employer ID numbers and separate RI Employer Registration numbers, they may apply separately.

22. Would the registration fee to attend a training conference fall in the category of "tuition" and thus be an allowable expense?

ANSWER: Yes.

23. Can you confirm if our employee training programs geared towards customer service may be eligible for the Incumbent Worker Training Grants - FY 2014 Round II? We currently provide various forms of in-house training to existing and newly hired staff.

ANSWER: In-house training expenses are eligible; however, grant funds may not be used to provide "on-boarding" for newly hired staff.

24. We just paid out for 2013 a tuition reimbursement for an employee who is working toward his masters. He has already taken the CPA exams and has passed but needs more credits in order to get licensed. We can only go forward for reimbursements? Beginning April 1? Have I misunderstood?

ANSWER: Grant funds may only be used for training-related expenses that are incurred between April 1, 2014 and March 31, 2015.

25. Can you please clarify for me "in-house trainer wages"? How is that calculated in the grant? Will the company be reimbursed 1/2 my wages times the number of hours spent with the new employee?

ANSWER: In-house trainer wages are the wages paid to an employee of the company for the number of hours spent training other employees. Routine supervisory activities are not eligible for reimbursement.

26. If awarded an Annual Incumbent Worker Training grant is it also possible during the grant award period (April 2014 to March 2015) to apply for express grants?

ANSWER: Yes.

27. **Can you please tell us if purchasing a new software system is allowable IF it will be used during the training AND will be used after the training to run our business and increase our capacity to grow? All incumbent employees will have to be trained on the new system.**
    ANSWER: Software expenses are only reimbursable if they are used 100% for training activities. You will need to provide further explanation in your budget narrative.

28. **We have a RI employee that we have been supporting with tuition assistance as he seeks his MBA degree on a part-time basis while he continues to work for us. We provide him $10,000 per academic calendar year. He is partially through the curriculum, but still has more than another year to finish his degree. In addition to tuition assistance we allow him time away from work while he pursues this because he has to travel from our RI office to Philadelphia, PA to attend classes over weekends twice per month. Not being aware of this RI grant program before the employee began his studies, I'm wondering if there is any way that we could benefit from it in order to reduce our expenses for supporting his degree.**
    ANSWER: Travel, lodging, and wages for time spent in training are not allowable expenses. In addition, training-related expenses that occurred prior to April 1, 2014 are not allowable.

29. **Can we submit for reimbursement under the training grant rules for licensing fees for use of intellectual property? An example, a Safety Training Company provides training concepts that are unique and proprietary to their system. We must pay a licensing fee for each employee to use this system. Is this reimbursable?**
    ANSWER: Yes, if this is a training-related expense. You will need to provide further explanation in your budget narrative.

30. **Our company is a general contractor that participates in the RI Apprentice program to help eligible employees acquire the knowledge and skills necessary for a career in carpentry. Every year the company pays for the participants to go to school. Can we apply for the grant for this purpose and use the funds towards the class tuition?**
    ANSWER: Yes.

31. **Could you let me know if English as a Second Language (ESL) classes can be classified as skill-based?**
    ANSWER: Yes, ESL classes are eligible training activities.

32. **I have a question regarding the Governor Workforce Board Grant application. We have several projects in mind for grant proposals. Do we need to submit a separate proposal for each project?**
    ANSWER: No. You may several trainings in a single application; however, the grant readers have discretion as to which projects should be funded.

33. **We are on a reimbursement for our unemployment taxes therefore we do not contribute to the Job Development Fund, can we still apply?**

ANSWER: No, only businesses that contribute to the Job Development Fund are eligible to apply.

34. What are the two youth center sites in Providence?

ANSWER: Goodwill Industries is the only youth center in Providence. Other youth centers can be found HERE.