

GOVERNOR'S WORKFORCE BOARD 2012 INCUMBENT WORKER TRAINING

REQUEST FOR PROPOSALS QUESTIONS AND ANSWERS

- 1) If a labor organization, trade association or consortia of employers apply for training for a group of employers, and after they are awarded the grant other companies want to participate in the training program, is this allowable?
ANSWER: As long as the companies that participate pay into the job development fund and there is no additional cost to add people to the training, yes.
- 2) If a company is part of an application with a labor organization, trade association or consortia of employers, can they apply separately on behalf of their company?
ANSWER: No.
- 3) In the application you ask for total number of employees. Does this include full time and part time employees?
ANSWER: Yes.
- 4) If a company has employees in more than one state, do you only want us to include those that are employed in RI?
ANSWER: Yes.
- 5) Can a 2010 grant recipient be part of a labor organization, trade association or consortia of employers application for training?
ANSWER: No, any organization that received a grant in 2010 is not eligible to apply.
- 6) In order to qualify for Bonus Funding, do the youth who obtain summer employment or a school-year internship with my company have to be referred by a YouthWORKS411 center?
ANSWER: Yes, all youth must be registered, assessed, and referred by a Youth Center.
- 7) How long does an employee have to be employed in order to be considered an "incumbent worker"?
ANSWER: All active employees are considered incumbent workers.

8) Does our industry, Health Care and Social Assistance, qualify for the bonus points for high wage industry?

ANSWER: Yes, as stated in Section I. Bonus Points.

9) We operate under multiple FEIN numbers. If we submit a grant application under just one of them, can employees working for the company under a different FEIN number participate in the training?

ANSWER: Yes. As long as you are paying into the JDF on all the employees they can participate. You should list the FEIN for each "subsidiary" that has an employee participating in the training. This would be similar to applying as a consortium.

10) Can these funds be used to pay for college/university courses pertinent to our industry?

ANSWER: Yes.

11) In light of the GWB's policy of precluding organizations/groups from applying for a new grant if they were funded during the previous award cycle, does this mean that any organization that was a member of a group which received funding would ALSO be precluded from applying (independently) for the next available funding cycle?

ANSWER: Yes. Companies are only eligible for funding every other grant cycle, whether they have applied as part of an organization or individually.

12) Some of our company's sales force resides in other states, but are still considered part of the RI organization. We are considering submitting for sales training for our entire sales force under this grant. Can we include all of them, or only those who are based in RI?

ANSWER: All employees that you pay taxes on in RI, regardless of where they reside, are eligible for training.

13) Where you ask for total number of employees does this mean total number of employees in the organization or only those based in RI?

ANSWER: Total number of employees in RI that you pay RI taxes on, regardless of where they live.

14) How do I become a work site for the summer program?

ANSWER: Contact the YouthWORKS411 Center nearest you. You can find links to all of the Youth Centers at <http://www.dlt.ri.gov/youthworks411/>.

15) How do kids sign up for your summer program?

ANSWER: They need to enroll through the YouthWORKS411 center where they live. Information about all of the Youth Centers can be found at: <http://www.dlt.ri.gov/youthworks411/>. They should check the website or call first so they know what documents to bring with them when they sign up.

- 16)When can a company apply for a matching grant of up to \$5,000 for a college intern to help that company grow into new areas?
ANSWER: There are no grants available through this RFP for college interns.
- 17)On page 3 of the RFP 2012 Incumbent Worker Training Program, it states there are bonus points for an average wage of over \$40,000. Over what time period can that average wage be based?
ANSWER: Page 3 Section I. Bonus Points – Bonus points are based on the North American Industry Classification System (NAICS) and those industries that are eligible for those points are listed there.
- 18)Can I apply for the Worker Training Grant and the Bonus Funding Incentive and if I do not get selected as one of the twenty to be awarded the Bonus Funding Incentive, can I turn down the award of the Worker Training Grant?
ANSWER: Yes.
- 19)We currently have 49 employees who pay RI taxes and 3 from out of state*. We expect to hire an additional RI employee (possibly 2) by mid June. Do we have to use the number of RI employees we have as of 4/27/12 when the grant is due or the number of RI employees we will have on 7/1 when the grants are available?
ANSWER: Use the number of employees you have now.
*If employees live out of state, but are on your payroll in RI, they are eligible to participate in the training.
- 20)We are planning to submit a training grant and I contacted my local youth center as you suggested. We have signed a partner agreement with them to provide work experiences for two youth this summer. What should I do with this partner agreement now?
ANSWER: The youth center will submit your partner agreement with their proposal for their summer program. I recommend that you attach it to the youth bonus portion of your training grant application. We did not require attachments for the bonus application, but since you have the signed agreement; it makes sense to attach it.
- 21)Under Section 1C of the General Information, it stipulates the maximum amount of money an organization can apply for is based the total number of employees. Does this number include only employees working in RI or the company as a whole?
ANSWER: This refers to the number of employees that work in the State of RI and that you pay taxes on in the State of RI.

22)How is “Total Number of Hours” per training activity calculated? Are the class hours per course X the total number of participants; or is it the class hours per course only. EX: Class #1: One Day Class, 8 hours, 10 students So is the total number of training hours 80 hours; or simply 8 hours.

ANSWER: In that example, the total number of training hours for that class is 8 hours per student/employee.

23)If we have an in house employee conduct the trainings, do we need to pay them as we would a contractor since the grant does not cover wages? Or can it cover the wages of the individual conducting the training?

ANSWER: Allowable Grant Expenses; Internal Trainer Wages, Hourly Rate – Excluding Benefits.

24)Since we operate under several FEIN numbers, in what area of the grant application should we list them? Should we put them in the products and services narrative? Do we send in a W-9 only for the company that is technically applying for the grant?

ANSWER: You can attach an additional page listing all your FEIN numbers and the names you operate under. And, yes, you need to include W-9 for the company that you are applying for the grant under.

25)I am looking for clarification on completing the application for a consortia composed of two (2) companies. Section 1 of the application has space for one (1) applicants name, address, phone numbers etc. Where should the second applicant’s information be entered?

ANSWER: You can fill out that page for each applicant and include with your application submission.

26)Page 6, Total amount of grant assistance requested? Is this the amount of grant funds expected to be received?

ANSWER: Yes.

27)Are wages while in training included in the application’s cost?

ANSWER: No. (Refer to Unallowable Grant Expenses in presentation)

28)If total costs exceed \$20,000 (assume <49 employees) do you cap the cost at \$20,000 on the budget, or should I show a contra amount to net the total to \$20,000? For example, total costs \$24,000, less \$4,000 excess, net \$20,000.

ANSWER: Yes. You should show the total cost to the company; however, the GWB funds will not exceed the cap.

29) As a trade association we have about 1,000 member companies – would we be required to obtain RI Employer Registration Numbers from all of them for our submission as we don't know yet which companies would be participating in the training?

ANSWER: No, not for your application. You should identify how many companies in your association and approximately how many employees in total in RI and how many you expect to train. When you are ready to do the training this information will be necessary before any training can begin.

30) Page 6, Section 2. Trade Association, Labor Organization or consortia of employers –

The options are:

Total number of employees of business/organization:

Total number of members of Labor Organization:

Total number of employees of consortium of employers:

We are a *trade association of members, who have employees*. We know our number of members, and have a guesstimate of total employees; however, I'm not sure what category we would be most appropriate in, and there doesn't seem to be one for trade associations.

ANSWER: Since you are applying on behalf of the trade association, you would be considered a consortium of employers. Please total number of employees there.