

GWB Incumbent Worker Training Grants Questions & Answers

From Bidders' Conference (4/22/13)

1. Can a company that has several different Employer ID numbers combine their total number of employees in order to qualify for larger grants?

Separate businesses may apply as a consortium, and their total number of RI employees would determine the grant range for which they are eligible. All businesses would need to be Rhode Island businesses that pay into the Job Development Fund

2. Can a company use "non-allowable costs" (such as employee wages while in training) as part of its 50% match?

No, the company's matching contributions must be "allowable training expenses."

3. Is the cost of a certification exam that is directly related to training an allowable cost?

Yes

4. Does the training provider need to be from Rhode Island.

No

5. If an employee leaves the company prior to completion of the training, does that affect the grant?

No, this would be reported as part of the "Results" of the program, but it would not affect funding.

6. Is the cost of licenses to access on-line training software allowable?

Yes

7. Re: youth bonuses. Does the youth have to be working in an area or activity related to the Incumbent Worker Training?

No

8. Do trainees need to be full-time employees?

Employees may be full-time, part-time, or temporary; however, they may not be contracted employees.

9. Can other grant funds be used as part of the employer match?

Yes

10. Where should the PDF copy of the grant be sent?

Please send the PDF to gwbinfo@dlt.ri.gov.

Additional questions received by email

11. If the employer is awarded grant money, what requirement (s) is there of the employer once grant money has been paid?

Answer: The employer will be required to keep a file of all grant activity, such as receipts, in case of a monitoring visit. The GWB will provide you with a Quarterly Expenditure / Billing report for you complete for each quarter of your grant to report your payment.

12. Is additional documentation required?

Answer: If your grant proposal is funded, the GWB will provide you with the necessary documentation at that time.

13. Are there additional duties required of the winning employers?

Answer: Any additional requirements, such as financial and program reports, for the successful grant recipients will be addressed at a grant implementation session scheduled for June 25, 2013.

14. Does there need to be a specific minimum number of employees who receive the training? For example, What if I have 400 employees but only 100 will receive the training?

Answer: No specific number of employees is required.

15. What if we employ RI and MA residents? Do I include the MA residents or do we consider training for the RI residents only?

Answer: The grant funding is for RI employers to train RI employees, regardless of where they live.

16. Is there a metrics or number assignment as to what is expected for each grant section (the metrics sheet that volunteers and board Members use to rate each RFP)? Can this be shared with us?

Answer: Yes, there is a ranking process for all proposals received. They are scored as follows:

- Executive Summary (5 points)
- Needs Statement (30 points)
- Program (30 points)
- Results (20 points)
- Budget and Budget Narrative (15 Points)

Proposals will then be funded based on their rank from highest to lowest (or until the money runs out)

17. Can you share the "work sheet" that is being used to evaluate the RFPs?

Answer: Yes, we will have it up on our website sometime on Monday, May 6, 2013

18. Are membership fees to join a professional organization, to use as a guide and resource to support the training we are offering, an allowable expense?

Answer: To be eligible for reimbursement, the membership fees must be directly related to the proposed training. Please provide further justification for this expense in your budget narrative. *This response was updated 5/2/13.*

19. Also because this grant is for increasing the skills and knowledge of incumbent workers would you consider for next year a provision for companies that have increased their work force (% or number of workers) to encourage continued growth of both RI companies and workers?

Answer: This is something we would take under consideration in a future RFP.

20. We have hired some employees at the beginning of the year and they are still going through a training process to learn their job. Is the time spent training them after July 1st eligible for reimbursement under the grant?

Answer: Yes, that will be eligible. However we do not reimburse for activity that has taken place before July 1, 2013.

21. I am working on the grant request and see that our total expenses would be \$6,000- \$3,000 from GWB and \$3,000 match. I noticed that the award range for 0-49 employees is \$5K- \$9,999. Does this mean total expenses or the GWB award? Or, do we have to ask for \$5K and match \$5K?

Answer: Under this grant, you must apply for - and match - at least \$5,000. For funding of less than \$5,000, we recommend that you apply for the GWB Incumbent Worker Training Express Grants.

22. Can you further tell me if we choose to apply for the Bonus Youth Works project, can we specify that we want someone who is over 18? We would like to provide a high-level internship opportunity in our finance, development, operations departments and feel that someone older might benefit more.

Answer: Yes, You can specify. You would need to work with your local Youth Work 411 (Youth Center) representatives to find you the most suitable candidates.

23. In the past we have received 5 bonus points for being a construction company. Does that apply again for this grant?

Answer: No, The GWB has eliminated the bonus points in this new RFP.

24. We will be hiring new employees after July 1, 2013 that will need training during the fiscal year 2013-2014. Will their training be applicable if completed by June 30, 2014?

Answer: Yes

25. Is senior management training applicable?

Answer: Yes

26. We pay an annual fee to have Essential Learning software available to us to help meet the regulatory training that we have to have completed as well as other levels of training. Some training is only required at the point-of-hire, others (such as HIPAA) is an annual requirement. Can I submit the cost of this training software – which is around \$28,000 each year? We have approx 350 employees, and are a not-for-profit. A large number of clinicians (social workers) and staff related to that function. In addition to triaging, and seeing patients in a clinic for behavioral issues, our staff go out into the homes of families,

thus the spectrum of training that has to be met to ensure their safety and well being, in addition to the training required to remain in compliance is huge.

Answer: Yes, this is eligible if the training expense occurs between July 1, 2013 and June 30, 2014

27. There are about 4 areas of training that I am working on to request funding for training and as I work my way through I am finding the formatting of the template challenging – but working around it. Then I asked myself whether I should be submitting a separate grant for each area rather than trying to break it into the four areas on the one submission. What do you think?

Answer: Please include all 4 areas of training in a single application.

28. The grant template that I downloaded is [slight] different to the one that was handed out and I recall that Dan said that they were going to upload a new version. Is the one on the website the final version? I would shoot myself if I had to do this all over again before May 10th!

Answer: The only change the GWB made to the RFP following the Pre-proposal conference was to add a text box on page 10 of the Results Section.