

**RFP Informational Webinar
March 24, 2023
Questions and Answers**

After review and consideration of the RFP and questions received, a decision has been reached that the 50% match will be based on the award amount and not the total project budget as previously stated in the Q&A webinar.

In an effort to promote efficiency, some questions have been consolidated and/or clarified to eliminate duplication and redundancy.

4/5/2023 Update: See questions 27, 28, 29, 30 and 34.

Applicable to all RFPs

1. Question: How is the 50% match requirement calculated?

All submissions will include a proposed project budget that shows the requested funding levels for grant funds to be awarded and proposed matching funds. Matching funds must be provided that equal or exceed 50% of the grant award amount.

For example, if a project is awarded \$150,000 in grant funds; at least \$75,000 of the project must be financed by other sources (cash or in-kind). The total cost of the proposed project would be at least \$225,000.

2. Question: Can you use other federal funds such as DOL grants for the match?

WIOA Title I formula funds can be used as a cash match per the specific requirements outlined in each RFP. The applicant should consult their proposed matching funds award documents to determine if there are any restrictions on using the funds as a match to other projects.

3. Question: What sources of funds may be used for the match? May federal funds be used for the match?

Applicant matches may be provided with federal, state, or other funds. Applicants must describe the plan for matching funds (in-cash or in-kind) including the sources of those funds. The applicant should consult their proposed matching funds award documents to determine if there are any restrictions on using the funds as a match to other projects. WIOA Title I Formula funds may be used as a match.

4. Question: Can we count in-kind from other partners or service deliverers if they are not the grant applicant but will be assisting?

Yes, as long as the in-kind match is for allowable grant activities.

5. Question: What are examples of allowable cash match?

Cash match can be cash funds provided by the grant recipient or from a third-party and expended on allowable grant activity. Cash match examples include personnel services, equipment, and supplies used by the grant, or donated space for grant activities.

6. Question: What are examples of allowable in-kind contributions?

In-kind contributions can be goods or services purchased and expended by the grant recipient or contributed from a third-party. In-kind contributions must be used on allowable grant activities. In-kind contribution examples include personnel services from volunteers or paid non-grant recipient staff, services provided by a third party, or equipment and supplies donated for grant use, or space donated for grant use.

7. Question: Can we count in-kind from other partners and/or service deliverers if they are not the grant applicant?

Yes, the applicant may count in-kind from other partners (see question #6) for allowable grant activities.

8. Question: Must matching funds be for allowable grant activities?

Yes, match funds must be for allowable grant activities.

9. Question: How do we place a value on the match funds?

Services must be valued at the employee's regular rate of pay plus allocable fringe benefits. Individuals performing volunteer services must be valued at rates consistent with pay for like work in the local area. Donated supplies and equipment must be valued at fair market value at time of donation. Loaned equipment must be valued at fair rental value. Donated space must be valued at fair rental value of comparable space. When a third-party organization furnishes the services of an employee, these services must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable. Additional guidance may be found at 2 CFR 200.306 Cost Sharing or Matching.

10. Question: Would outside funding that pays for items that are for the benefit of the grant be considered as an eligible match?

Yes, match funds must be for allowable grant activities. (See question #7)

- 11. Question: Would the Governor's office consider allowing two entities in two different local workforce areas to collaborate and partner on applications? For instance, if two LWDBs apply together for a grant that has a maximum award amount of \$25,000, could the two put in an application for \$50k together?**

Submissions with multiple partners are acceptable, however the maximum award amount for a single application will not exceed the stated maximum award amount in the RFP. For example, if an LWDB seeks to collaborate with another partner and each chooses to submit independently, the two submissions if accepted, would be awarded as two separate grant awards.

- 12. Question: Do participants need to be a US citizen or hold a green card?**

All participants must have a legal right to work in the US.

- 13. Question: Will guidance be coming out on the documentation requirements for each grant?**

Yes, there will be additional training coming forth to applicants whose proposals are accepted and awarded funds.

- 14. Question: If a community-based organization applies as a lead applicant, will funds flow through the community-based organization or to the LWDA if the LWDA is a partner?**

Funds will flow to the lead organization designated in the application including any community-based organization.

- 15. Question: Are community colleges considered youth community-based organizations?**

No - community colleges are considered institutions of higher education. The WIOA definition of a community-based organization is "a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development."

While the RFPs specify that CBO's must have a plan to either partner with LWDBs or have a plan for current staff to be trained, all successful proposals must have a plan to either partner with LWDBs or have a plan for current staff to be trained.

16. Question: Who is responsible for data collection and entry training for any community-based organizations that may receive funding? Are the LWDBs responsible for training community-based organizations?

The applicant's proposal should demonstrate the capability to manage the subaward, including the ability and capacity to track individuals served in the Virginia Workforce Connection system and clarify the roles of partners. Technical assistance can be provided by the WIOA Title I team to applicants that are awarded a grant.

17. Question: Regarding the restriction on supplanting funds, if a project proposes to use existing Title I staff to perform proposed grant activities, would this be considered supplanting positions, as their positions are already budgeted currently through the organization's budget? If so, please provide examples of how to use existing staff without falling under the restriction of supplanting.

Supplanting occurs when a state or unit of local government reduces state or local funds for an activity, specifically because federal funds are available (or expected to be available) to fund that same activity. Please see the hyperlinks in the RFPs for more information about supplanting.

An example of how to use existing LWDB staff without falling under the restriction of supplanting could involve expanding the responsibilities and duties of employees, such that the employees' duties are expanded and become additionally responsible for conducting service delivery programmatic objectives of the grant as documented through time and effort reporting. The grant funds could cover the additional costs of this expanded service delivery.

18. Question: Will the grants be monitored?

Subrecipients may be selected for monitoring and/or auditing as part of the federal requirements that the WIOA Title I team must follow. Monitoring may result in the discovery of disallowed costs. Subrecipients must internally monitor their grant activities to ensure that all grant activities and costs are allowable and necessary and adhere to the guidelines in the RFP and approved grant proposals.

Applicable to multiple RFPs (Soft Skills, Technical Skills, and Supplemental Workforce Training)

19. Question: May participants be enrolled in any of the Titles?

Yes, participants may be enrolled in WIOA Title I, II, III, IV, or V or co-enrolled in other Titles or partner programs as appropriate.

19a. Question: How can we determine if our participants are enrolled in these programs?

The proposal should describe how the organization will work with the Local Workforce Development Board and/or other appropriate partner programs to ensure that the project participants become enrolled into a WIOA or partner program that is the best fit for the individual customer. We recommend working with your local LWDB or partner program to determine process for enrollment and include in the letter of commitment.

Soft Skills RFP

20. Question: On the Soft Skills training RFP, the criteria says that participants must live in a rural area. The definition of rural in the RFP says that it is anything outside of a Metropolitan Statistical Area (MSA). If a workforce region has localities that are all included in an MSA, does this mean that the local area is not eligible to apply?

An LWDA must have at least one rural county to be eligible to apply. If an LWDA has one or more rural localities within it, the applicant can still submit a proposal that targets participants living in those rural localities.

21. Question: Are both the "soft skills" and the "transportation" grants open only to rural participants (or, agencies that serve rural areas)?

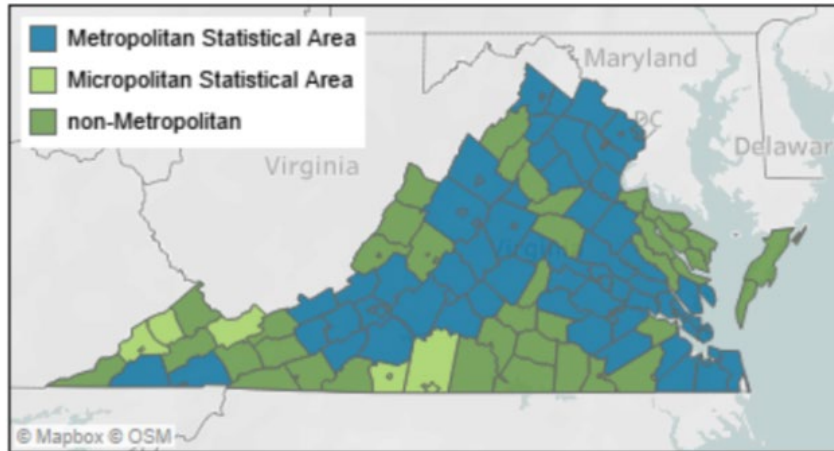
The Soft Skills Training grant does have a rural element of participant eligibility; see page 7 of the Soft Skills Training RFP. The Transportation to Learn grant does not have a rural element of participant eligibility in it; see page 6 Section F Participant Eligibility of the Transportation to Learn RFP.

22. Question: What is the definition of rural?

Office of Management and Budget (OMB) definition of rural is used for the purposes of this grant program. OMB designates counties as Metropolitan, Micropolitan, or Neither. A Metro area contains of a core urban area of 50,000 or more population, and a Micro area contains an urban core of at least 10,000 (but less than 50,000) population. All

counties that are not part of a Metropolitan Statistical Area (MSA) are considered rural. See map below for rural reference.

Core-Based Statistical Areas in Virginia



Metropolitan and Micropolitan Areas are both Core Based Statistical Areas, defined by their economic, transportation, and institutional connections to urban cores. "Rural" is often defined as Micropolitan Statistical Areas, with their smaller urban cores, and non-Metro Areas.

Transportation to Learn RFP

23. Question: Is this grant part of the other grants or a stand-alone grant?

Virginia has released five separate stand-alone RFPs. Applicants may apply for all five grants if they meet the eligible respondent guidelines. Each proposal will be evaluated independently.

24. Question: Is the "Transportation to Learn" grant a subpart of the larger grant? (Is the 25K max to spend on transportation out of the \$150K total max or in addition to \$150K regular grant?)

The "Transportation to Learn" grant is not a subpart of a larger grant. The total amount available for awards: \$250,000; the Maximum Request Per Application: \$25,000.

25. Question: Are applicants required to adhere to the 5% exception policy for serving low-income youth? (VWL 16-12) May the entity that delivers service take advantage of the 5% low-income exception?

All applicants must adhere to local policy and to regulatory guidance. The 5% low-income exception is not applicable to the statewide funds used for this grant, however if

the participant is co-enrolled in WIOA Title I formula funds program, then the participant will be counted in the calculation of the 5% low-income exception for formula funds.

26. Question: *Is Transportation to Learn Grant opportunity only for rural areas?*

No, proposals submitted for this grant do not require participants to reside only in rural areas.

27. Question: *How should sub-recipients track youth participation in this grant?*

It is recommended that tracking youth participants for this grant be accomplished using Microsoft Excel, Microsoft Word or similar applications.

Items tracked should include the names and the number of individuals participating in this grant. This information should be included on monthly subrecipient reports. Proposals should indicate the purpose of the transportation, how the applicant is going to transport the student to the event, what you are going to accomplish and how applicants going to inform students of workforce services available to them via the Virginia Career Works Centers (VCW). The Letter of commitment should indicate how the applicant is partnering with the LWDB to inform the participant of WIOA and/or VCW services.

28. Question: *Please clarify whether youth that participate in the trips do not have to be enrolled in WIOA Title I but will be a “reportable” individual in the VaWC?*

Youth do not have to be enrolled in WIOA Title I or recorded as a “reportable individual” in VaWC. See question #27 for more information.

29. Question: *Must all youth meet WIOA eligibility? Must youth served under this grant have a barrier?*

Youth served under this grant do not have to meet WIOA eligibility requirements. We strongly encourage applicants to serve youth with barriers to employment. Examples of barriers include but are not limited to: basic skills deficient, youth with disabilities, homeless, foster youth, pregnancy or parenting, (DJJ) offender, and other barriers appropriate for in-school youth and out-of-school youth.

30. The following revisions have been made to the Letter of Commitment requirement:

- Page 4 of RFP: Letters of Commitment – Documentation showing specific commitment to actively participate in the project. If the applicant is not a LWDB, then the applicant must submit from at least one Virginia LWDB to ensure the proposal will be successful. *The Letter of commitment should indicate how the*

applicant is partnering with the LWDB to inform the participant of WIOA and/or VCW services. The commitment must entail a determination of WIOA participant eligibility and documentation/direct referral of active WIOA participation.

- Page 8 of RFP: Letters of Commitment required for all non-LWDB applicants
 - If the applicant is not a LWDB, then the applicant must submit from at least one Virginia LWDB to ensure the proposal will be successful
 - The commitment must entail:
 - ~~Determination of WIOA participant eligibility~~
 - ~~Documentation/direct referral of active WIOA participation~~
 - Referral process where appropriate

Youth Outreach and Marketing RFP

31. Question: If marketing plan is for social media, how is the applicant to know if the audience are youth with barriers?

The purpose of outreach strategies should be to raise awareness with youth, parents, and counselors. The proposal should describe the outreach design and demonstrate how the activity will reach youth with barriers.

32. Question: For Youth Outreach, the PPT said for WDBs and others. Please clarify.

Other organizations would include organizations such as Virginia Career Works centers, providers of workforce services, community-based organizations, higher education institutions, etc. All applicants must have the capacity to adhere to all applicable federal terms and conditions.

33. Question: Does the Youth Outreach and Marketing RFP require Youth WIOA Title I enrollment?

No, youth do not have to be enrolled in WIOA Title I. This is a marketing and outreach campaign that is targeting youth, parents, and their counselors.

34. The following revisions have been made to the Letter of Commitment requirement:

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proposal will be successful. *Letter of commitment should indicate how the applicant is partnering with the LWDB to inform the participant of WIOA and/or VCW services. The commitment must entail a determination of WIOA participant eligibility and documentation/direct referral of active WIOA participation.*

- Page 9 of RFP: Letters of Commitment required for all non-LWDB applicants
 - If the applicant is not a LWDB, then the applicant must submit from at least one Virginia LWDB to ensure the proposal will be successful
 - The commitment must entail:
 - ~~Determination of WIOA participant eligibility~~
 - ~~Documentation/direct referral of active WIOA participation~~
 - Referral process where appropriate

Supplemental Workforce Development Training Opportunity

35. Question: A workforce organization would like to apply to have the grant funds support a position that would connect students to employers via apprenticeships, internships and jobs. I understand that the grant funds must be targeted to WIOA eligible participants – but could the match funds be used for non-WIOA eligible participants? (ie – those participating in high demand workforce programs but not necessarily WIOA eligible?)

Match funds must be used for only WIOA eligible participants.

April 5, 2023