

**REQUEST FOR PROPOSALS  
2010 COMPREHENSIVE WORKFORCE TRAINING GRANT  
PROGRAM  
QUESTIONS AND ANSWERS**

**Question #1**

**My firm is a CPA firm, and we have regular annual trainings that the accountants need to take so they can obtain their required CPE training. Would this training qualify for grant reimbursement or would the mandatory training our staff needs every year be exempt?**

Yes – This training qualifies.

**Question #2**

**My question concerns allowable matching funds. The money we are seeking will be used to purchase state of the art training equipment to provide professional development. Wages and benefits aren't allowed, but can a company offer a stipend of \$100 to members as an incentive to take the training?**

This grant money does not allow the purchase of equipment. The grant funds do allow for the purchase software that is used 100% for training activities. The company can offer a stipend, but grant funds cannot be used to pay for this.

**Question #3**

**In the "Applicant's Cost 50%" section of the Budget, can this include in-kind costs other than cash, such as classroom rental.**

Cash match only.

**Question #4**

**When calculating Internal Trainer wages, are you only allowed to use the straight hourly rate without any consideration for mandatory benefits, i.e. social security, TDI, workers comp, payroll taxes, etc.?**

Yes, hourly rate only with no benefits.

#### **Question #5**

**Is it an allowable Grant expense to include the cost of renting an off-site training facility from a provider who provides a classroom facility complete with computers that are pre-loaded with the software that employees are being trained on?**

Rental of meeting space/training site is unallowable.

#### **Question #6**

**Is the only thing we have to do for W-9 compliance is to submit a filled-out and signed original of the "E-Verify Sub Form W-9 (Rev. 6/08)" that's attached at the end of the RFP document?**

Yes. Do not submit to One Capital Hill. If funded, the GWB sends this information on behalf on your organization.

#### **Question #7**

**Will these grants cover the "training" of the management team also, including the President?**

Every employee can be trained providing the organization pays into the JDF.

#### **Question #8**

**My question is; can I enclose the training check list that we will be following with the application? It is 9 pages.**

Yes.

#### **Question #9**

**My organization is an umbrella company that has 6 separate (with separate FEIN numbers) under it, some are for profit; some are non-profit. Would I put this grant under that one company or would I need several different grants to be able to have employees attend from the other companies?**

You can apply under your company's name and Tax ID number. However, all companies that take part in the training must pay into the Job Development Fund. You need to list the participating companies by name and tax ID# so we can verify they pay into the fund through the Division of Taxation.

### **Question #10**

**Are physicians/professional service providers allowed to apply and potentially receive grants? Do you see any barrier to physicians applying for this training grant?**

Any employer that pays into the Job Development Fund is eligible to apply. There are no barriers to any particular employer group.

### **Question #11**

**If a training seminar has been paid for, but the training does not occur until May, is this training eligible for grant funds?**

Yes, the training is eligible. As long as the actual training does not occur before the beginning of the grant period, you can be reimbursed once the training is completed.

### **Question #12**

**In previous RFPs issued through the HRIC, the term “equipment” was understood to refer to purchases that were not directly related to the training being proposed, such as laptops, and therefore prohibited. It did not refer to hands-on hard and software that is included in all vocational training modules, like the one we want to use these grant monies to purchase. It is a state of the art lab and it includes, “hardware, software and courseware covering basic theory, as well as practical applications”.**

As long as the materials you are purchasing are to provide training and not the equipment on which the training will take place it should be allowable. The information at the pre-proposal conference clearly states that these grant funds cannot be used to purchase equipment or hardware. I recommend that in your proposal you list the equipment and hardware/training vehicles you now have and how the purchase of these training materials will be on this equipment. If this proposal is funded, the GWB will determine if all of the materials are allowable under the grant agreement.

### **Question #13**

**What if I don't know the dates, times or location of the training we are proposing since that information is determined based on when the class is full?**

You should explain this in your proposal in each training section it pertains to so the reader knows why this information is not included.

#### **Question #14**

**Our agency is a non - profit interested in applying for training funds for incumbent staff. We would like to know if the funding allows for any way to connect with the Prove It! occupational assessment system that the one - stops have available. We've had the opportunity to see demonstrations of the site and it could provide some solid assessments of staff's basic skills (computer applications) and an accurate diagnosis of training needs.**

This grant money can only be used for training. This is an assessment tool and cannot be paid for through this grant.