

Request for Proposal (RFP) #1001
OWINN 2018-2019 Work-Based Learning Grants
RFP Questions and Answers

QUESTION: Does a non-profit applicant need an employer support letter or would a support letter from an employer association organization be sufficient?

ANSWER: A non-profit organization or an employer association are both eligible applicants and the two can partner together in an application; however, there needs to be at least one specific employer included in that partnership too that commits to providing the work-based learning at their work site.

QUESTION: Is the RFP requirement of seven (7) total pages to be printed front and back? What are the margin, spacing, and font size requirements?

ANSWER: The pages should be single-sided and double-spaced, and have margins no smaller than 1-inch all around, font size no smaller than 11 point, preferably Times New Roman.

QUESTION: Can you provide guidance on how to best propose Registered Apprenticeship that by design extend beyond twelve (12) months within the construct of this RFP?

ANSWER: Contracts can extend beyond a twelve (12) month period. Applicants can apply for funding ranging between \$50,000 - \$200,000 depending on the total number of individuals served and project category applied for to be spent over at least a twelve (12) month period commencing on the Nevada Board of Examiners (BOE) approval of the grant contract.

QUESTION: For the purpose of this RFP, if the Registered Apprenticeship extends beyond the one year period, can the definition of "completed" be defined as achievement of a Nationally Recognized Credential within the first year of an apprenticeship that extends beyond twelve (12) months?

ANSWER: Nationally recognized credentials would not be an accepted achievement in and of itself. Per the required "PERFORMANCE OUTCOMES", *internships, on-the-job learning, related technical instruction, and pre-apprenticeship* must result in one or more of the following: (1) participant is hired by an employer with income of at least \$10.94 or more per hour if they are a young adult between the ages of 16-24 or special population previously unemployed; (2) participant matriculates to a Registered Apprenticeship program at the duration of the WBL program; or (3) participant is promoted and receives a pay increase of at least 2 percent (if already employed). *Registered apprenticeships* must result in either (1) participant completes Registered Apprenticeship education/training program and receives a degree or industry-recognized credential; or (2) participant completes Registered Apprenticeship program and employed by a Nevada employer consistent with a journey worker's average wage for the occupation. In cases where the apprenticeship extends beyond 12-month, the contract will be adjusted accordingly.

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QUESTION: Define the 12-month performance period. Is it a calendar year (January through December) or a school year (August through July)?

ANSWER: For the purposes of this RFP, a 12-month performance period should be considered as a period of 12 consecutive months determined on a rolling basis beginning during any particular day of a calendar month whenever the contract begins.

QUESTION: When will the grant outcomes be measured once training has been completed?

ANSWER: The organization has to explicitly state the total number of individuals who will be attempted to be served and completed through the program. Depending on the population, an organization will initially receive reimbursement for costs associated with the work-based learning program up to a certain percentage based on the population the organization seeks to serve (for the percentage amounts see p. 78 of Project Summary in the RFP). In their proposal applicants should state when their outcomes will be met.

QUESTION: What is the timeline for reimbursement once training has been completed?

ANSWER: Payments are typically made 30 -45 days after performance outcomes have been verified by OWINN and the vendor submits an itemized and approved invoice.

QUESTION: What, if any, grant reports are required?

ANSWER: Grant reports will be determined based on each organization's accepted project. Depending on the organization's proposed project, WIOA Data Measures also may be required from the organization. In addition, during the reporting period organizations and/or service providers may need to provide OWINN the participants' Social Security Number, the participation date and the exit date. Organizations should note that participants' average earnings may be captured from the state's Unemployment Insurance (UI) statewide data bank as reported by employers and pre-award and post-commencement contract close-out meetings will need to be completed with OWINN wherein the required grant reports and reporting templates would be discussed.

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QUESTION: If a company completes the application process, will the company need to re-apply for the FY20 Work-Based Learning Grant?

ANSWER: The 2018-2019 awards are for grants for State Fiscal Year (SFY)18 and 19. Any grants that may become available for SFY20 would need to be applied for separately. Any award for the 2018-2019 awards does not guarantee additional funds or any other grants by OWINN or the State of Nevada.

QUESTION: If a school district uses the Nevada Contractor's Association for the partnership, does each subcontractor need to complete the full application with references?

ANSWER: The main applicant would be the entity responsible for implementing the project and should complete the full application with references. The other project partners would provide letters of commitment and support that should be included in the application.

QUESTION: Are there procedures a district would use to begin the reimbursement process with a partner?

ANSWER: The main applicant would be the contractual party for the purposes of this grant and as such submit reimbursement requests to OWINN and receive reimbursements from OWINN. Any funds due to the contractual party's project partners would need to be negotiated and agreed upon as an arrangement between the main applicant and it's project partners, excluding OWINN.

QUESTION: The RFP uses "vendor" in different contexts. Is the vendor the school district (applicant), or is the vendor the employment partner? Which entity completes the Vendor Information Sheet? (p. 2 of 55). Does the Vendor Information Sheet count as one page of the 7 application pages?

ANSWER: The "vendor" should be understood as the main applicant that would enter into contract with OWINN if awarded grant funds and a "vendor" could be any of the organizational types that are eligible to apply for the 2018-2019 Work-Based Learning Grant funds:

- Established Nevada employer or employer associations
- Accredited Nevada institutions of higher education
- Nevada public school districts, schools, or charters
- Nonprofits (established and registered 501 C3s)
- Regional Development Authorities or Chambers of Commerce

The main applicant should complete the Vendor Information Sheet. The Vendor Information Sheet does not count as one page of the seven application pages. The limit of seven application pages applies only to the Application Submission Instructions found on pp. 83-85 of the Project Summary section in the RFP (which is also repeated on pp. 13-16)

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QUESTION: I understand the RFP is not submitted as one complete package, correct? How many separate parts are needed to submit the complete RFP?

ANSWER: There is a Submission Checklist on p. 43 of the RFP that provided for an organization's convenience to help identify documents and separate parts needed to complete the RFP and that must be submitted with each package in order to be considered. Organizations also should be sure to read the instructions for each form that can be found where the form is discussed throughout the RFP to ensure appropriate placement in the RFP sections.

QUESTION: What is a USB?

ANSWER: USB is short for "Universal Serial Bus", is often called a 'flash drive' and refers to any device that can store data in flash memory with a USB interface to a desktop computer.

QUESTION: What is the difference between the project summary (p. 14 of 55) and the Project Summary (Attachment L p. 55 of 55)? If both are needed, does Attachment L count as one of the 7 application pages?

ANSWER: The Project Summary on p. 14 is the same Project Summary that can be found in Attachment L. The Project Summary is provided in both places, but does not differ in content or substance, the wording is the same. Attachment L is provided as a convenience for organizations to review the Project Summary outside the larger body of the RFP.