

Responses to Questions and Requests for Clarification

Corrections to Original Document

1. Eligibility:

Page 4, #3 Eligibility – the statutory reference should be “ORS 65.001(29).”

2. Co-Investment:

Page 6, #6 Submission Instructions, #5 Co-investment Letters of Commitment – we discovered an unintended inconsistency between page 6 and page 4 co-investment requirements. **The statement “contributing at least 10% of the total budget identified in Attachment B” has been removed.** There is no specific threshold of co-investment that must be demonstrated, however, successful proposals will demonstrate clear resource commitment from their sponsoring organization and industry partners.

Occupational Clusters and Skills Queries

3. Do Hemodialysis Technicians fit within the Primary Healthcare Practitioners occupational cluster of the Talent Plan for this RFA? Could this be considered for a new model in hard-to-fill, rural areas?

The industry specific white papers starting on page 25 of the [Talent Plan](#) provide additional detail on the positions included in the occupational clusters being addressed by this RFA and were not specified in the Plan for this biennium.

4. Does Mechatronics and Non-Destructive Testing fall within the occupational cluster of Industrial Machinists and Operators?

The Talent Plan identifies mechatronics in both the Interdisciplinary Engineering and Industrial Machinists & Operators Clusters of the Advanced Manufacturing sector.

5. How do you define rural?

For this RFA, we did not specifically define rural. The Council is most interested in making sure that the benefits of our investments include the entire state.

6. Is the cannabis industry included in the healthcare industry?

The Talent Plan does not specifically address the cannabis industry as part of the healthcare industry.

7. Does this RFA include education programs for high school students?

No. The Council is focused on occupations that require post-secondary training. Unless the proposed project will be incorporating post-secondary training for one of the priority occupational clusters with a high school degree, it would not be eligible.

8. Would a partnership between a university and a regional Technology Institute that gives high schoolers vocational training have any merit in the eyes of OTC? In particular, providing them with more immediate

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tech skills that would both give the students viable avenues for employment with their HS diploma and also address the need for tech skills (web management, tech support, lab work) in the local area.

Training at the high school level is not identified as part of the Council's initiative. The Council is focused on occupations that require post-secondary training. Unless the proposed project will be incorporating post-secondary training for one of the priority occupational clusters with a high school degree, it would not be eligible.

Grant Specific Queries

9. Can grant funds be spent before January 2017?

Yes. The January date is a mid-point, largely driven by the fact that the Talent Council will need to report on investments to the legislature during that time. Funds must be expended by June 30, 2017.

10. Can you provide examples of how to measure impact?

Metrics should reflect achievement, return on investment or both in each of the following areas: Program Completers, Investment Leverage, Customer Satisfaction, Program Impact and Effectiveness. An example could include students or workers in training that are working on real world problems with industry.

11. Will there be expectations for grant recipients to continue to report on impact beyond the grant period?

We will likely not include that in the actual grant agreements, but the Council will be interested in doing an informal lookback on its first biennium to evaluate investments.

12. You said that if enrolling/training doesn't occur by January 15, 2017 that will not disqualify a project, but will it reflect unfavorably?

Having clearly articulated milestones after January 15, 2017 will not negatively impact your score, however, if impact is not shown until the end of the project it will be a less competitive proposal.

13. If targeting multiple occupational clusters, do all enrollments have to start at the same period or can they take place at different times as long as some participants are enrolled by January?

All enrollments do not need to start at the same time; however, the project implementation plan should articulate the differences in activities, timing and other tangible outcomes.

14. If the project is focused on sophomore and junior level students, it will be hard to demonstrate outcomes in terms of graduates. Is that a problem?

No problem, there just needs to be demonstration of enrollment or other tangible impact for participants.

15. Is it expected that a project will have program completers within the 13-month grant period?

No, there is no requirement for completion, but there does need to be tangible demonstration of some kind for future impact.

16. Can tuition be funded by the grant?

As long as the requirement of sustainability beyond the period of the grant is met, tuition can be funded.

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- 17. We are considering creating a new certificate created in-house, however, if individuals had the funds to take the existing certificate, then they would. Is funding or subsidizing student registration fees an acceptable use of grant funding?**

As long as the requirement of sustainability beyond the period of the grant is met, student registration fees may be funded. Proposer should also clearly articulate why the new certificate is needed, and how it both meets industry needs and is supported by industry.

- 18. Would the grant fund hiring of a staff member or intern for a new program if he/she will be funded from other sources in the future?**

Yes, if the position is needed to implement that new activity and will be sustainable after the grant period.

Co-Investment and Budget Queries

- 19. Can you clarify the match? Is the minimum 10% of budget from all grant participants in proposal? Can host agency provide a larger share than industry partners?**

See answer to #2 above.

- 20. Can you define administrative costs?**

On page 12, administrative expenses are defined as expenses directly related to the implementation of the project or to pay for shared expenses related to functions such as marketing or volunteer coordination that may not be provided by Key Persons. General organization overhead and indirect expenses are not permitted.

- 21. To clarify, expenses must relate to the project to count as administrative costs?**

Yes.

- 22. We have a federally negotiated indirect rate of 54.92% of Personal Services and Fringe. Can we count the difference between the 10% admin and our negotiated rate as sponsor contribution? Since our rate is so much higher than the allowable admin, can we apply 10% and call it admin or do you want the specific costs identified? (i.e. marketing manager will spend a considerable amount of time on the program but is budgeted out of indirect fund.)**

The budgeted administrative costs are not meant to support organization overhead and indirect expenses, therefore we cannot consider the difference in your indirect rate and the 10% allowable administrative expenses as the host contribution. Administrative expenses may be specified in the budget proposal as a single line item with inclusion of sufficient narrative describing how those expenses will be used to directly support implementation of the project.

- 23. Is monetary co-investment the only method of co-investment? Can internship wages paid by industry be included? Does each co-investor need to make a monetary contribution as well as time, expertise, etc.?**

Co-investment can be cash or in-kind as described on page 4 of the RFA. In-kind contributions should be provided as part of the budget as a dollar amount.

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24. Can in-kind co-investment include facilities use?

Yes, as defined on page 4 of the RFA, facilities may be included as long as they are not for an existing program.

Submission Queries

25. Is the proposal format required to be single or double-spaced?

We do not define the line spacing, we just specify that no smaller than an 11 size font be used, and the proposals be easy to read by our evaluation team.

26. Do you require the Cover Sheet in table format as on page 10?

We would prefer the Cover Sheet in table format and have posted a Word .doc version of pages 9-14 on our website which includes all the narrative questions and tables.

27. Is it helpful to include the full proposal when we mail in the Statement of Assurances, or do you only want that page?

No, we only need you to mail in the signed Statement of Assurances.

28. Can a Round 1 proposal be resubmitted along with an original Round II proposal?

Yes. There is no limit to how many proposals are submitted by an organization.

Other Queries

29. The Assurances in Attachment A, #2, uses the federal term, "exempted." The state statute calls these "exceptions." Is the language intended to also include the state exceptions?

Yes, the intent of the language in the assurances section was for it to encompass the state exceptions and federal exemptions. We will incorporate both in the grant agreement template.

30. Is there a list of firms or private businesses that were consulted in helping to develop this RFA that have a natural interest in partnership that we can reach out to?

The Oregon Talent Council is engaging the five priority industries primarily through industry associations. We do not have a list of companies that are interested in partnering on projects. We do recommend engaging with existing industry or business organizations or local workforce development boards.