



Small Capital Targeted Workforce Program
Questions and Responses

1. The RFP states that “A preference will be given to projects fully prepared to execute and complete within a reasonable timeframe in the most cost effective manner” and #5 indicates that the project should be completed within 15 months to receive full points in that section. It would be very difficult to impossible for a large construction project to be completed within 15 months by the time you consider planning, construction documents, vetting contracts and actual construction. The construction time alone on a large project could be 15 months. Is this section purposely putting new projects at a disadvantage due to the unrealistic timeframe expectations?
 - a. The RFP places a premium on expending the funds in a timely manner. However, a large scale construction proposal with a detailed timeline would not be discouraged from seeking funds. The competitiveness of the proposal in this section would be less than projects able to complete in a shorter timeline. A College developing a proposal with these characteristics is encouraged to identify areas of the RFP in which it is more competitive.

2. If a project qualifies because it was included in the most recent biennial capital planning process, and had 1 of 3 outcomes: fully funded, partially funded, or not funded – are there restrictions on the funding request by the university based on any of these 3 outcomes? For example, if the request for a project was fully funded, but the actual project costs exceed the funding received through the biennial budget, may a university apply for additional funding through this grant? Or, is the only restriction on the funding request based on the \$5 million limit established in the grant RFP?
 - a. The RFP does not differentiate between the three types of project outcomes. A project that was determined to be fully funded during the biennial capital planning process would need to provide documentation describing why the institution needs additional funding at this time.

3. May a College use its match money for acquisition?
 - a. Yes, the language is clear that the prohibition on land acquisition is on state funds. The process of acquiring land can be lengthy and may not be as strong as other requests in terms of the “extent to which an institution is fully prepared to execute and complete the project within a reasonable timeline....” Local match is new dollar expenditures, funds already spent do not qualify.

4. Confirmation that the project submitted for the Small Campus Targeted Workforce Development Expansion RFP may be any of the projects submitted in October 2013, not necessarily the one project submitted March 2014, in the Small Campus Pool.
 - a. You are correct your proposal needs to have been a project submitted in October 2013.

5. Is the due date July 1 as noted on page 6 or June 30 as noted on page 7?
 - a. Yes, the due date is July 1. I will revise the date in the on-line version and repost the information.

6. Is double spaced 10 pt. Arial required?
 - a. Yes. However, you may use a larger font size if desired.

7. Are there any other format requirements regarding page setup?
 - a. No, I do encourage you to be concise and clear

8. What level of detail is required in the GANTT chart?
 - a. The chart should provide a level of detail showing key dependencies to demonstrate the institution is positioned to manage the project in a timely and ordered manner.

9. How does the Controlling Board process differ, if at all, from other State Appropriation/Controlling Board release of funds?
 - a. The Ohio Board of Regents will transfer the funds with Controlling Board approval to the selected institutions. The institutions will then follow their standard practices depending on the nature of the project to request release of funds by the Controlling Board. Any questions regarding the Controlling Board process and procedures may be directed to, Ben Christensen, Program Manager, OHEFC at 614-466-6004/bchristensen@regents.state.oh.us

10. Is match computed for the total project cost or amount requested through the Small Campus Targeted Workforce Development Expansion program?
 - a. Match is determined as a percent of the amount requested from the program not Total Project Cost.

11. In Competitive Priority 1, OBR asks applicants to demonstrate community support for the project. Ten points are attached to demonstrating such support which is normally done via letters. However, Letters of Support are not listed in the required attachments. Does OBR wish to receive commitment letters and do they count toward the 15 page limit?
 - a. OBR does wish to receive commitment letters and they do not count toward the 15 page limit. The RFP will be updated to include a request for commitment letters under 1.b on page 3.

12. Does the documentation related to the campus map, project location of the building and/or equipment count toward the two page limit for additional visuals or information on page 8?
 - a. No, proposals may include the appropriate documents showing this information at the appropriate scale. Applicants are strongly encouraged to provide only the key documents necessary to respond to the question.

13. In the RFP, points for match are awarded for amounts dollars above the required amount. The question is, can the capital dollars from the State for the renovation component of the project be counted as part of matching dollars for the purposes of the OBR RFP?
 - a. State resources received by the college do not constitute local matching funds as they are not raised or pledged locally to support the completion of the project. The program criteria includes “the extent to which local matching funds have raised and/or pledged to support the completion of the project”, and “the source and amount of the local matching funds shall be identified and verified through documentation provided by the institution”.

14. Do state resources also include capital component dollars that had previously been banked and are now being received by the institution?
 - a. State resources including capital component dollars previously banked and now being received by an institution do not count as local matching funds. The program criteria includes “the extent to which local matching funds have raised and/or pledged to support the completion of the project”, and “the source and amount of the local matching funds shall be identified and verified through documentation provided by the institution”.

15. Once grant awards are made will the individually Colleges need to go through the Controlling board to have bids approved and funds released? Or will the Ohio Board of Regents get all of the funds released on behalf of the Colleges?
 - a. The Chancellor will transfer the funds to an institution receiving a project allocation with Controlling Board approval, and an institution will need to submit a Request for Release of funds for Controlling Board approval.

16. Can college accumulated reserves that were generated from student tuition fee revenue be counted toward the matching dollars required by the RFP?
 - a. Yes, accumulated reserves generated from student tuition fee revenues are eligible dollars for local matching funds.

17. How should a college show other state funding that will be expended as part of the Total Project Costs?
 - a. While other state funds received may not count toward the local match please include the amount on the budget page in the column labeled State Funds. A revised spreadsheet has been posted online. The use of other State Funds will not negatively impact an applicant's RFP.

18. Do 501c3 Foundation funds count toward local match?
 - a. Yes, 501c3 Foundation funds do count as local match.

19. Does a pledge of dollars from future fund raising count toward the local match and may a college commit to meeting any fund raising gap?
 - a. No, a pledge to raise funds does not constitute verified local matching funds. A college needs to demonstrate verified local match at the time of proposal submittal. Existing college reserve funds and a commitment to complete financing upon approval are eligible local match. Commitment for financing would be commitment letter not a term sheet or letter of proposal. This commitment may be for loans, bonds or other type of credit obtained through direct placement or types of financial arrangements for the project. The verified local match above the minimum requirements would be calculated to determine the score for that question.

20. Is institution specifically required to use OBR's excel template for the budget / funding presentation?
 - a. Applicants are encouraged to use the budget template; however an institution may use a different format as appropriate to provide the critical financial information regarding its project. All budget related documents must be submitted as an Excel workbook.

21. May funds received from a federal grant over the next three years be used toward the required match?
- a. Federal grant resources received by an institution do not count as local matching funds. The program criteria includes “the extent to which local matching funds have raised and/or pledged to support the completion of the project”, and “the source and amount of the local matching funds shall be identified and verified through documentation provided by the institution”. Federal dollars received by a college do not constitute local matching funds as they are not raised or pledged locally to support the completion of the proposed project.
22. What category of the budget template covers costs associated with the installation of equipment?
- a. If the equipment is permanently attached to the building (i.e. lighting, HVAC) it should be listed under the Facilities line. Purchased and Professional services deal primarily with architect and engineering services.
23. What period of time should be covered in the project timeline Gantt Chart? There is the 15-month project period, but then there is a post project period closeout report due April 2016 and three years of annual metrics reports.
- a. The Gantt chart should cover the entire period for the timeline to fully complete the proposed project, depending on the project this may be longer than 15 months. The chart may include post project closeout and does not need to include the three years of annual metrics reports.