

## Workforce Development Equipment RFP Questions

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1. Under Requirements of Industry Partners and Cost Share, the second bullet point states the applicant will provide qualitative data illustrating the necessity for the funds. Could you please give an example of what this would be?
  - a. A request from regional/area businesses for employees with specific skills to fill open positions
  - b. Large number of open positions in specific fields
  - c. Request for incumbent worker training
  - d. Inclusion of new equipment in plants in the region
  - e. Assist with regional economic development attraction efforts or business retention expansion efforts. Must be verified by JobsOhio or have accompanying documentation of such needed support by JobsOhio partner.
  
2. The second bullet point states competitive proposals will demonstrate strong partnerships and leveraged funds. Leveraged Funds, what are they? And what counts as leveraged funds?
  - a. Leveraged funds are dollars from private and public sources including institutional
  - b. Leveraged funds are cash contributions
  - c. Private contributions receive a higher value demonstrating business/industry commitment to the initiative.
  
3. Can leveraged include: salary of an industry person who's company will contribute their time to provide training on the equipment to faculty, staff or students or pay for the certification of faculty on curriculum that pertains to the equipment (can include faculty joining a training class the company offers to its own employees?)
  - a. Yes leverage may include salary of the industry person for the specific direct costs related to training others on the equipment and costs to certify faculty on curriculum pertaining to the equipment.
  
4. Also, it looks like this program has expanded from previous years to include both non-credit and credit-based training?
  - a. Yes, non-credit and credit-based are eligible for assistance
  
5. Can you please tell me where to look for information concerning projected job growth? I looked on Jobs Ohio and the projected number for chemical operator jobs was listed as 49 per year with an annual income in the high 40s.
  - a. Labor Market Information (LMI) from ODJFS provides additional information through a spreadsheet that can be downloaded at <http://ohiolmi.com/proj/OhioJobOutlook.htm>. Once the spreadsheet is open you are able to find by occupation. You may also supplement and add to job information by drawing on other data sources to support your application.

## Workforce Development Equipment RFP Questions

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6. In question 3b, first/only bullet point speaks to leveraged funding from private business, is this 50% of the 200% of overall leveraged dollars, or is this an additional amount. What timeframe is expected for this funding to be allowed for matching? If a gift is given this week, but we are not awarded this grant until spring, will this week's gift be considered match?
  - a. The leverage section seeks to encourage contributions from the private business sector. The private sector contribution needs to be expended within the performance period of the grant. Many applicants will receive a commitment of funds contingent on a grant award to be spent during the grant period. A pledge of funds needs to be accompanied by a commitment letter from the business, institution or other group.
  - b. If a gift is given for the purpose of the proposal the value of the gift will be considered match.
  
7. In question 3a, third bullet point reads "ten points if 200% or more of the grant is leveraged with other funding Private business support". Is this a typo, or if not can you define the expectation of the private business that is different from the first two bullet points?
  - a. There was a typo and the last phrase was deleted.
  
8. We have been able to locate some national data about projected employment growth, and we have found information that shows state projected growth from 2008-2020, but I have not been able to locate a projection for Ohio for 2013-2018. I will appreciate it if you can point me to the website or document that shows this projection.
  - a. Ohio Department of Jobs and Family Services (ODJFS) in their Labor Market Information area, <http://ohiolmi.com/> prepares project reports. They recently updated the projections by industry 2020 at <http://ohiolmi.com/proj/JobsOhioInd.htm>
  
9. How would Regent's handle two applications from the same applicant?
  - a. The Request for Proposal does allow for an eligible applicant to submit two proposals. The Chancellor during the review process will evaluate an institution's ability to effectively administer two distinct programs. Each application must address a discrete training –business need without duplication of partners, equipment or training-education provided.
  
10. We would like to submit two proposals for the same project utilizing two different Industry Partnerships. One would be a partnership with several companies. And the other would be a partnership with an Industry Organization (Ohio Oil and Gas Association). Would this be an acceptable method of applying twice for the same project?
  - a. No, the Regent's will not provide funding to the same program twice to accomplish one objective. Our goal is to fund one or two different programs at one institution if each distinct initiative is competitive. We also encourage institutions to broaden partner collaborations so as to maximize overall outcomes and would encourage that you join the industry association with the business partners in a similar planning effort."

## Workforce Development Equipment RFP Questions

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11. Referring to section 3 on page 9 of 16 "Leveraged Resources...":
  - a. Our college consortium has calculated the leveraged funds, which in our case could include equipment the college has purchased through recent donations. Is there a timeframe when we can count these leveraged funds? Possibly last half of 2013? Starting in 2014? Or during the granting period?
    - i. The investment must occur within the proposed grant period of April 2014-June 2015.
  
12. . Could you explain and give examples of the following on using the equipment for entrepreneurs?
  - a. • 5 points - Demonstrates a demand by entrepreneurs to use the equipment and facility for training and education
  - b. • 10 points – evidence of commercialization in the industry sector, business support services available for entrepreneurs using the equipment or facility for training and education, and possible job placements.
    - i. The RFP looks to gather information the how the equipment may assist entrepreneurs or the development of new products.
    - ii. This may be testing new products-innovations prior to local businesses bidding for new work or building prototypes.
  
13. Could you clarify the LQ determination process? Is it the statewide data from the DOL or is it broke down further to regions and county clusters? How can colleges access this information?
  - a. We will be using the Bureau of Labor Statistics data updated quarterly at the county level. The files will those available beginning February 15, 2014.
  
14. One page one of the RFP Section II, 1 second paragraph: "The lead applicant is strongly encouraged to own the equipment/facility entity; at a minimum the lead applicant must provide evidence of a long-term lease..." Does this mean that when working with partners, the lead college owns all the equipment or that ensures that the equipment bought for the college partners is "owned", or some other interpretation of this sentence?
  - a. The lead applicant must own the equipment or enter the types of agreements described in the RFP. Any facility improvements funded on property not owned by the institution must comply with all the procedures described in the application.
  
15. In that same section at the first bullet point, it states "Institutions may not recover capital cost of the equipment through charges to businesses." Does this include tuition or training fees that are typically charged for training?
  - a. No

## Workforce Development Equipment RFP Questions

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16. Can the lead agency that owns the equipment, keep the equipment in another location, for example at a college that the lead agency is teaching welding classes at?
  - a. Yes, the lead agency (institution) may keep the equipment in another location if students will have open and regular access. The institution receiving the funds needs to retain ownership or into the agreements described. An applicant is strongly encouraged to enter into an agreement regarding use. The placement of the equipment needs to follow the institution's rules and procedures for institutionally owned equipment (tangible property).
  
17. How important is it that there is a balance between the training of students and incumbent workers?
  - a. The RFP does not place a preference on students and incumbent workers. The appropriate balance is an institutional decision.
  
18. What would be the minimum amount of collaborators (business and academic) needed for a competitive proposal?
  - a. The rubric provides weights to proposals with more than four collaborators and requires at least one business partner.
  
19. Should each grant application be limited to one NAICS code or can multiple codes be used as topics are connected (such as NAICS 332 Fabricated Metal Products Manufacturing and the supporting NAICS 8113Machinery Repair and Maintenance in those 332 industries)? If two NAICS codes are used, how might that affect how the application questions are answered?
  - a. An applicant needs to identify a primary NAICS code. It may include others to demonstrate the capacity of the equipment to provide benefits to a larger population of businesses and individuals. The preparation of answers would be focused on the particulars of each question using the NAICS data to support it appropriately.
  
20. Can the value of projected future training utilized by the private sector employer be counted as leverage / match? If so, how many years into the future may we use in that calculation?
  - a. The private sector contribution must have a cost basis reflective of actual expenses. The investment must occur within the proposed grant period of April 2014-June 2015.
  
21. In a related question, if Rhodes State has been using grant funds, donations, and other capital appropriations to build and expand the same programs (NAICS 332 Fabricated Metal Products Manufacturing and NAICS 8113Machinery Repair and Maintenance), how far back can in time can we go to calculate leverage/match for this grant?
  - a. Leverage for the grant will only be for the leveraged investments-expenses during the grant period.

## Workforce Development Equipment RFP Questions

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22. Does your definition of leverage / match funds include both cash and in-kind contributions/donations to the program?
- Leverage may include in-kind directly related to the activities to be carried out and based on actual costs. In-direct costs are ineligible expenses.
23. Can multiple applications be submitted for the same NAICS code by an organization – in one application as a lead and in the other application as a partner?
- Yes, but each application must be a separate initiative project. For example, the request supports different equipment and objectives.
24. Is "in-kind" matching allowed; in our case, the company would provide an expert engineer to help teach courses.
- Yes, in-kind services may be included based on actual costs by the participating party. In this case it would be the value of the individual's time directly related to teaching the course.
25. One other question dealt with the words Entrepreneurship and Emerging. Are you solely thinking about startups here? We have companies that are growing their workforce and driving new business and are being Entrepreneurial and are expanding but are not new and may not be new product.
- We are seeking opportunities to further innovation through the use of the equipment leading to new business and products. This goal is recognition of the importance of new business and products to a successful regional economy.
26. If an institution provides seats in an established training program for incumbent workers without charging any tuition, may the foregone cost of tuition count towards match?
- Yes, the direct revenue foregone from an existing program may be considered match. The amount must be documented based on established costs at the institution.
27. Based upon the call of today, can a CTC be the lead in a grant? And then share the money with a Community College?
- An Ohio Technical Center may not be the lead applicant on an application.
28. Does the college have to be the lead and then own all the equipment?
- The eligible applicant must be either a community college or university. The institution may either own the equipment or enter into the defined type of lease described in the RFP in Appendix B – Extract from HB 482: Ohio Revised Code Sections 205.39.20-70 and Section 509.20, 509.130, 518.30 and Rule 3333-1-03.

## Workforce Development Equipment RFP Questions

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29. If the college is the lead... can it lease the CTC the equipment from the grant for a nominal fee?
- i. Any type of lease must comply with the sections above.
30. Would an investment in computer systems be considered a capital expenditure?
- i. Computer equipment is allowable as long the equipment meets the following criteria:
  - ii. A unit cost of at least \$100.
  - iii. Useful life of at least 5 years.
  - iv. The equipment must be an integral part of or directly related to the project/facility.
  - v. Used primarily in the rooms or areas covered by the financed project.
  - vi. Further detailed is available in the Allowable Capital Expenses document, [https://ohiohighered.org/sites/ohiohighered.org/files/uploads/rfp/OBM\\_AllowableCapitalExpenditureGuidelines\\_July2013.pdf](https://ohiohighered.org/sites/ohiohighered.org/files/uploads/rfp/OBM_AllowableCapitalExpenditureGuidelines_July2013.pdf)
31. When considering baseline employment for the location quotient, will OBR be using Ohio or U.S.?
- a. The default base or reference area for the Bureau of Labor Statistics is the United State total.
32. Regarding OBOR's preference for business/industry to use the equipment: If the equipment is used for incumbent training, does this address that preference?
- a. Yes, incumbent worker participation may address this issue.
33. The budget in the project narrative will not list all the detailed equipment models and purchase prices. Do I need to list them the equipment in the appendix?
- a. Including the list of equipment models and purchase prices in the appendix substantiates the narrative and leverage ratio.
34. Do you anticipate any award amounts being less than requested? In other words, it is possible some proposals may be funded, but at an amount less than the requested amount?
- a. Not at this time. Regents recognizes that a project budget is prepared to meet program goals and that a proposal is unlikely to achieve success without the requested resources.
35. In developing the proposal, an applicant would like to couple the equipment ask with another project on which they are working that includes a large Federal award. Can the

## Workforce Development Equipment RFP Questions

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applicant use that award to count as match? It will be expended during the same period as the Workforce Development Project.

- a. The portion of the federal award directly supporting the equipment proposal and associated education-training with the specific purchased equipment may be included as match.

36. The proposed training additional lab space on our campus. The applicant will provide necessary renovation of the lab space to provide sufficient power and upgrades. Are the additional lab space, power, renovation eligible to be counted as leveraged dollars? If yes, what is the formula to calculate the cost of the lab space?

- a. Documented direct costs related to preparing the appropriate training environment are eligible. It is recommended that applicants review eligible capital costs for the use of the Workforce Equipment and Facility funds to properly allocate dollars to specific line items

37. In a partnership with a Ohio Technical Center (OTC), an applicant has a need for software that fits into our grant. This software runs PLC's which match industry needs; can we write this in the grant?

- a. Software is an allowable expense with grant funds if the applicant has a license for at least 5 years. Also, keep in mind that maintenance and warranties are non-allowable capital expenditures.

38. If an employer keeps an employee on the clock while attending the training using the grant-funded equipment, can the value of the wages during the training period be counted as leveraged funds?

- a. The wages for the time an employee is attending a training using the equipment may count as match. Applicants are encouraged to include this type of information in the letter of support from the participating business.

39. For the location quotient, do you want state or national?

- a. The analysis will use the national numbers as the base and will go to the county level of the applicant relying on the Bureau of Labor Statistics Quarterly Census of Employment and Wages.

40. Can an applicant use labor/job projections through 2018 OR 2020, or do we need to stick to 2018?

- a. Applicants may use the 2020 numbers since Ohio Labor Market Information (LMI) updated their Job Outlook Publications.