

**Educational Resources
Request for Proposals
(Questions and Answers)**

Question 1: Are there necessary High School Equivalency components to a Workplace Literacy Program application? If so, what are the expectations for High School Equivalency outcomes in a Workplace Literacy Program?

Answer: A High School Equivalency component is not necessary as part of a Workplace Literacy program. However, because the Educational Resources (ER) program is performance-based, providers should develop their programs with the ER reimbursement structure in mind to ensure they can achieve the remaining milestones to support program operations.

Question 2: We are interested in submitting an application for a Workplace Literacy Program; however, some of our participants receive our services through other OTDA funding such as SNAP. Can funding from a variety of OTDA sources be leveraged to serve a single client? Are there any restrictions or limitations that would prohibit funding allocations that lead to service of clients who already benefit from our services that are funded through other OTDA programs?

Answer: Leveraging funds is allowable but will be decided on a case-by-case basis. The use of other OTDA-funded programs, as stated in your question, would be unlikely given a high possibility that this scenario would constitute a duplication of payment for services to clients. However, we would evaluate the proposed leveraged funding on its merits.

Please note: If leveraged funds were approved, providers would also need to ensure the eligibility requirements for each funding source are met.

Question 3: On page 10 of the ER RFP under Participant Eligibility, it reads: “At least 20% of the total funds awarded through this initiative will be reserved for reimbursement of milestones achieved by eligible individuals in receipt of Family Assistance or Safety Net Assistance who have low literacy (below 8.9 grade level) or low English proficiency (below 451 on the BEST Plus test).”

Can you confirm this is correct? For reference: on page 51 of the RFP: 451 is a mid-range level 4 score on the Best Plus test. The 541 is the exit point.

Answer: The 451 number is **not** correct. This was an error and agencies should use 541 as the correct figure. The sentence on page 10 should read: “At least 20% of the total funds awarded through this initiative will be reserved for reimbursement of milestones achieved by eligible individuals in receipt of Family Assistance or Safety Net Assistance who have low literacy (below 8.9 grade level) or low English proficiency (below **541** on the BEST Plus test).”

Question 4: The RFP states, “at least 20% of the total funds awarded through this initiative will be reserved for reimbursement of milestones achieved by eligible individuals in receipt of Family Assistance or Safety Net Assistance who have low literacy (below 8.9 grade level)....” Does this 20% exclude individuals who are considered to have low literacy (below 8.9 grade level), but do not receive Family Assistance or Safety Net Assistance yet are program-eligible because they are at or below 200% poverty?

Answer: Yes, the percentage excludes those individuals who are not in receipt of Family Assistance or Safety Net Assistance. To meet the required percentage, a client must be in receipt of Family Assistance or Safety Net Assistance **and** have low literacy (below 8.9 grade level) or low English proficiency (below 541 on the BEST Plus test).

Question 5: Will priority be given to projects that aim to generate milestones of more than 20% (e.g. 30%, 50%, 90%) of individuals receiving Family Assistance or Safety Net Assistance who have low literacy (below 8.9 grade level) or low English proficiency (below 541 on the BEST Plus test)?

Yes, priority points will be given to projects that propose to serve at least **50%** of individuals receiving Family Assistance or Safety Net Assistance who are considered to have low literacy or low English proficiency. Question 1 of the Gateway Application asks applicants if they intend to serve at least **50%**.

Please note: If an applicant proposes to serve at least 50% to receive the priority points they will be held to that standard and not the 20% minimum.

Question 6: I have received notification of availability of the above new grant opportunity. One area of need is identified as the unemployed and the service area as workforce development. I am a certified professional career coach in solo practice; my company is incorporated. Would it be appropriate for me to apply for a grant regarding workforce development, an area in which I have a lot of experience, particularly regarding corporate businesses and entry to mid-level positions?

Answer: All potential applicants should read the procurement and assess whether their organization meets the necessary qualifications and can provide the services that are being sought. We encourage every organization that can fulfill the requirements to apply for funding but organizations must be non-profit.