

**Supplemental Nutrition Assistance Program Employment and Training Venture IV
(SNAP E&T Venture IV)
Request for Proposals (RFP)
Questions and Answers**

General

Question 1: I am a school district and I cannot apply for the grant opportunity through the Grants Gateway. What should I do?

Answer:

Per the SNAP E&T Venture IV RFP on page 10, “Organizations eligible to apply for funds under this initiative must be nonprofit organizations such as school districts, Boards of Cooperative Educational Services (BOCES), community colleges and community based organizations that can satisfy the local funding requirement. Since social services districts already have access to SNAP E&T funds, they are not eligible applicants.” It came to our attention that BOCES and school districts were unable to apply for this opportunity through Grants Gateway. This issue has been remedied and all eligible organizations as described in the RFP can now access the application.

Question 2: I was filling out Attachment 14: SNAP E&T Venture IV Multi-Year Reimbursement Schedule and according to the instructions for completion, for planning purposes agencies should estimate milestone goals based on the highest reimbursement value. For the Credential milestone the highest value is \$1,750, however Attachment 14 has a value listed as \$1,250. Which amount is correct?

Answer:

\$1,750 is the correct amount. A revised Attachment 14 has been included as part of this Q&A. This form is in the Pre Submission Uploads section of Grants Gateway and is a word document. Applicants should update the amount on their budgets before submitting their application.

Question 3: There is a budget section on the Forms Menu in Grants Gateway and I cannot submit my application without completing it. Can you provide guidance on how to complete the Performance Based budget in Grants Gateway?

Answer:

The budget that will be reviewed and scored for the SNAP E&T Venture IV RFP is Attachment 14: SNAP E&T Multi-Year Reimbursement Schedule. It is located in the Pre-Submission Uploads section of the forms menu. All applicants must also fill out the Performance Budget section in order to submit an application. Instructions for completing the Performance Budget section in Grants Gateway are included below.

How to Complete the Performance Budget Section in Grants Gateway

1. Navigate to the forms menu in Grants Gateway
2. Click on the Performance Budget link in the Performance Budget section

The screenshot shows a 'Forms' menu with the following sections and links:

- Contract Documents**
 - Contract Document Properties
- Application Information**
 - Print Application
 - Full Version of RFP
 - Application Versions
- Program Information**
 - Project/Site Addresses
 - Program Specific Questions
- Performance Budget**
 - Performance Budget (highlighted)
 - Performance Summary
- Work Plan: Grant Opportunity Defined**
 - Work Plan Overview Form
 - Objectives and Tasks (9)
- Pre-Submission Uploads**
 - Pre-Submission Uploads

3. A new page will open as shown below

The screenshot shows the 'PERFORMANCE BUDGET' form page with the following content:

PERFORMANCE BUDGET

Instructions:

1. Please complete all the required fields.
2. Select the **Save** button above to save your work frequently.
3. Once an deliverable/outcome item has been saved successfully, select the **Add** button above to add additional deliverable/outcome items.
4. Click Forms Menu to return to the navigation links.

When completing the Performance Based Budget columns **Deliverable/Outcome**, **Total Amount Per Unit** and **Number of Units** must be completed. **Total Match Funds** should be entered if there is a match/local share component to the program. **Line Total** and **Category Total** will populate automatically.

Details

Deliverable/Outcome

Financial

Total Amount Per Unit	<input type="text"/>
Grant Amount Per Unit	<input type="text"/>
Number of Units	<input type="text"/>
Total Grant Funds	<input type="text"/>
Total Match Funds	<input type="text"/>
Match %	0%
Other Funds	<input type="text"/>
Line Total	\$0.00
Category Total	\$0.00

Page ID
Click here to see a summary of the detail entered for this category.
[Click here to see a summary of the detail entered for this category.](#)

All fields with a red asterisk must be completed

4. In the Deliverable/Outcome field enter: "Reimbursement Schedule Total"

The screenshot shows the 'Details' section of the form. The 'Deliverable/Outcome' field contains the text 'Reimbursement Schedule Total' and has a red asterisk next to it.

5. In the Total Amount Per Unit and Grant Amount Per Unit fields enter the total milestone reimbursement amount your agency has indicated on Attachment 14. The example uses \$300,000.

Attachment 14

Total Milestone Value Amount	\$600,000
Minus 50% Non-Federal Funds	(\$300,000)
	\$300,000
Total Milestone Reimbursement Amount	

Individuals in receipt of SNAP only, for planning purposes agencies should estimate milestone goals on the highest (SNAP/SNA) reimbursement value.

Gateway Budget

Financial	
Total Amount Per Unit	\$300,000.00*
Grant Amount Per Unit	\$300,000.00*

- In the Number of Units field enter "1"
- In the Total Grant Funds field enter the same amount you entered in the Total Amount Per Unit field.
- Click Save

Question 4: What agencies currently operate a SNAP E&T Venture II or SNAP E&T Venture III program?

Answer:

The following two charts list the agencies and areas served of current SNAP E&T Venture programs.

SNAP E&T Venture II

Agency	Area/County Served
Agudath Israel of America Community Services	Kings, NYC. NY, NYC
Altamont Program	Albany, Onondaga, Rensselaer
Borough of Manhattan Community College	NY, NYC
Buffalo City School District (aka Buffalo Public School)	Erie, Western NY
CAMBA, Inc.	Kings, NYC
Cayuga-Onondaga BOCES	Cayuga, Central NY
Center for Employment Opportunities	Kings, NYC. NY, NYC
Central Queens YM & YWHA	Queens, NYC
Challenge Industries	Tioga, Tompkins (Both Southern Tier)
Chinatown Manpower Project	NY, NYC
East Harlem Employment Services STRIVE	NY, NYC
Edith and Carl Marks JCH of Bensonhurst	Kings, NYC
El Barrio's Operation Fightback	Kings, NYC
Henry Street Settlement	NY, NYC
Kingsborough Community College	Kings, NYC

SNAP E&T Venture II, continued

Agency	Area/County Served
LaGuardia Community College (RF of CUNY)	Queens, NYC
Leap (dba Brooklyn Workforce Innovations)	Kings, NYC
Long Beach City School District (aka Long Beach Public School)	Nassau, Long Island. Queens, NYC
Mohawk Valley Community College	Oneida, Mohawk Valley
Northern Manhattan Improvement Corporation	NY, NYC
Opportunities for a Better Tomorrow	Kings, NYC
Orleans-Niagara BOCES	Niagara, Western NY. Orleans, Finger Lakes
Oswego County Opportunities	Oswego, Central NY
Paraprofessional Healthcare Institute (PHI)	Bronx, NYC
Per Scholas	Bronx, NYC
Rochester City School District	Monroe, Finger Lakes
Schuyler-Steuben-Chemung-Tioga-Allegany (SSCTA) BOCES	Allegany, Western NY. Chemung, Schuyler, Steuben, Tioga (All Southern Tier)
St. Nicholas N.P.C.	Kings, NYC
Sullivan County BOCES	Sullivan, Hudson Valley
The Fortune Society	Queens, NYC
Ulster County BOCES	Ulster, Hudson Valley
Western Suffolk BOCES	Suffolk, Long Island

SNAP E&T Venture III

Agency	Area/County Served
Bronx Community College (CUNY)	Bronx, NYC
Brooklyn EOC	Kings, NYC
Buffalo EOC	Erie, Western NY
Business Outreach Center Network, Inc.	Kings, NYC
Clinton-Essex-Warren-Washington BOCES	Clinton, Essex (North Country). Warren, Washington (Capital Region)
Consortium for Worker Education, Inc.	NY, NYC
Delaware-Chenango-Madison-Otsego BOCES	Chenango, Delaware (Southern Tier). Madison, Central NY. Otsego, Mohawk Valley
Erie 1 BOCES	Erie, Western NY
Erie 2 BOCES	Erie, Western NY
Jewish Community Council of Greater Coney Island	Kings, NYC
Lutheran Family Health Centers of Lutheran Medical Center	Kings, NYC
Monroe 2 BOCES	Monroe, Finger Lakes
Onondaga-Cortland-Madison BOCES	Onondaga, Central NY
Orange-Ulster BOCES	Orange, Hudson Valley
Oswego County BOCES	Oswego, Central NY
Ridgewood Bushwick Senior Citizens Council	Kings, NYC

SNAP E&T Venture III, continued

Riverside Language Program	NY, NYC
Rochester EOC	Monroe, Finger Lakes
Rockland BOCES	Rockland, Hudson Valley
Schenectady City School District	Schenectady, Capital Region
Syracuse EOC	Onondaga, Central NY
Westchester EOC	Westchester, Hudson Valley

Technical

Question 5: In Grants Gateway, there is a section for Objectives and Tasks. What information should be entered in this area?

Answer:

The Objectives and Tasks section of the Grants Gateway Forms Menu does **NOT** need to be completed. This section is for monthly reporting and must be used by providers who receive an award.

Question 6: On page 42 of the RFP in the description of the Program Specific Questions screen, it states "Note that most narrative answer spaces allow unlimited text; however, OTDA expects answers to be concise." Yet, in Grants Gateway the narratives seem to be limited to 4,000 character limit. What if my organization needs more than 4,000 characters?

Answer:

We have found 4,000 characters to be more than adequate for answering each question. However, if you need additional space please indicate this in your answer to the question. You may upload additional information in the Pre-Submission Uploads section under Organizational Experience in Grants Gateway. Only one document may be uploaded under Organizational Experience. You may need to combine information into a single Word or single PDF document for upload purposes.

Question 7: On page 42 of the RFP in the description of the Work Plan Overview screen, it states, "You may copy/paste previous responses where appropriate when developing your Project Summary and/or Organizational Capacity narratives. Please ensure your responses to questions number 1 through 9 are copied and pasted into the Project Summary section." Is this referring to the Program Specific question?

Answer:

Yes. However, questions 1 through 11 of the Program Specific Questions should be included in the Project Summary and Organizational Capacity sections of the Work Plan Overview. In addition, the Work Plan Period should be for one year with dates of October 1, 2016-September 30, 2017.

Budget/Funding

Question 8: On page 7 of the RFP it states, “Single agency awards cannot exceed \$400,000.” Please clarify whether that is a total budget amount of \$400,000 (\$200,000 from OTDA and \$200,000 match) or a total budget amount of \$800,000 (\$400,000 from OTDA and \$400,000 match).

Answer:

Organizations are eligible to apply for up to \$400,000 annually in federal SNAP E&T funds to support a total annual program budget of up to \$800,000. For every federal SNAP E&T dollar requested, a non-federal dollar from an eligible source must be contributed by the applicant agency. For example, a request for \$250,000 per year in federal SNAP E&T funds would need to be accompanied with \$250,000 per year from an eligible non-federal source. The SNAP E&T Multi-Year Reimbursement Schedule (Attachment 14) requests a 5 year plan and should reflect \$250,000 multiplied by five to show the full term projected amount. The Local Funding Agreement Form (Attachment 12) need only reflect support for the 1 year period (\$250,000 in this example).

Question 9: Can funds from the following sources be used as the local contribution?

- **Workforce Investment Act (WIOA)**
- **Employment Preparation Education (EPE)**
- **State Adult Literacy Education (ALE)**
- **State Workforce Education Program (WEP)**

Answer:

Since WIOA funds are federal funds, they could not be used toward the local contribution. ALE, EPE and WEP are comprised of State funds, but most of these funds are already being used to leverage federal funds. If the non-federal funding you are proposing to use is already used as a match or to otherwise leverage federal funds, this would preclude its use for the SNAP E&T Venture IV program. We suggest you contact your representative at the State Education Department for direction as to whether or not the funds are used to match or leverage federal funds.

Question 10: When asking for funds can we go above the amount of reimbursement to cover other program expenses. For example, the total amount of reimbursement funds would be \$116,000, but our total budget is \$350,000. Can I ask for funds to cover admin cost or am I limited to only asking for what we will be reimbursed for?

Answer:

Your budget should reflect the entire reimbursable amount up to \$400,000 annually based on your expected milestone achievement. These milestone payments are to reimburse the federal share of milestone payments associated with operating the program for SNAP applicants and recipients including administrative costs. Federal SNAP E&T Venture IV

funds may be used for program costs including, staffing, space, utilities and travel directly related to the operation of the program. They may not be used to reimburse for equipment, materials or supplies expenditures related to this project.

Question 11: Can federal funds provided under this program be used to support job training costs - specifically, a subcontract with a training provider who directly conducts vocational trainings?

Answer:

Yes.

Question 12: Does a line item budget have to be submitted along with our proposal?

Answer:

No. There is no line item budget associated with the SNAP E&T Venture IV program. This contract is performance-based.

Question 13: Can the College utilize State University of NY FTE faculty course instruction funds as the non-federal match toward ABE, ASE, HSE (including a bilingual HSE), and ESOL instruction?

Answer:

Use of classroom space from a school district, college or university when no payment is expected and/or a teacher's donated and pro-rated time are acceptable in-kind contributions. OTDA is not familiar with NY FTE faculty course instruction funds. All non-federal sources must not be used to leverage or match other federal funds.

Question 14: Can we use non-federal match from project partners who will assist in the non-educational components of the project (employment coaching, job entry, and job retention) as qualifying match?

Answer:

Contributions from a project partner may serve as an eligible non-federal match for the Venture IV Program. Those contributions can only include funds that are not otherwise being used to leverage federal funds. In addition, if your agency is a government/public entity in-kind contributions may also be used. OTDA is unclear on where the non-federal match from project partners would come from so we cannot definitively answer this question.

Question 15: Can we sub-grant funds to project partners for various components related to the project milestones? Or should we bring them in as collaborating partners?

Answer:

Yes. It is up to the agency to determine if a partnership would be the most beneficial to the operation of the program. Partner agencies must also be not-for-profit entities. Outsourcing in the open market to commercial vendors is not allowable for this contract.

Question 16: Can the consortium consist of less than five non-profit agencies?

Answer:

In order to apply for this grant opportunity as a consortium, there must be at least five partner agencies. Each member of the consortium can request up to \$400,000 per year, but no more than \$3,000,000 in federal SNAP E&T funds will be available to the consortium of providers for each year of the contract term.

Question 17: If we have two or three collaborating partner agencies, each agency can apply for up to \$400,000 per year over five years?

Answer:

A partnership is not a consortium. For a consortium, there must be at least five partner agencies as stated above. The partnership may only apply for \$400,000 for a year. Please see the two examples below.

Example 1: Agency A partners with Agency B and C. The partnership applies for \$400,000. The \$400,000 is then split up between the three agencies as needed. Agency A receives \$200,000 because they are serving more people and Agency B and C each get \$100,000.

Example 2: Agency A, B, and C have been collaborating on projects for many years. They are interested in applying for SNAP E&T Venture IV. Agency A and B need \$250,000 in federal SNAP E&T funds to operate their program and Agency C needs \$300,000. Because the total amount needed exceeds the \$400,000 maximum per year amount, the partners would benefit from applying for the SNAP E&T Venture IV program separately.

Question 18: Should we complete Attachment 14 for the five year project period or for a single project year?

Answer:

Attachment 14 should be completed for the multi-year (5-year) project period and should reflect the milestones expected to be achieved during the five years of the contract. For example, if you expect to get 100 job entries annually, your 5-year total number of job entries would be 500.

Question 19: Can non-profit agencies use eligible in-kind contributions as Government/Public entities do?

Answer:

No. Only government entities may be reimbursed for in-kind contributions per SNAP rules. In-kind contributions are defined by the federal government as non-cash transactions and are usually charges for volunteers or space. These expenses must be directly related to the SNAP E&T Venture IV program.

Question 20: Can equipment, materials and supplies paid by the contractor's share of funds be considered as an in-kind contribution and as part of the non-federal fund match?

Answer:

No. The non-federal funds that are used to leverage the federal SNAP E&T funds for Venture IV cannot be used to cover the costs of equipment, materials, or supplies.

Question 21: The RFP gives an example of how points would be earned by an applicant on the budget. The RFP states "Proposal #1 requests \$100,000 and expects that 100 individuals will meet the EG+C milestone (average cost = \$1,000)." In this sentence is \$100,000 the amount of the entire proposal bid or the amount allocated to reimbursements under the EG+C milestone?

Answer:

The \$100,000 is the amount allocated for reimbursements under the Educational Gain and Credential milestone, not the entire proposal bid.

Eligibility

Question 22: Are TANF participants in receipt of SNAP benefits eligible for services or only Non-Public Assistance (NPA) and Safety Net recipients?

Answer:

TANF participants in receipt of SNAP are **not** eligible to participate under the SNAP E&T Venture IV program, based on federal SNAP E&T rules. Eligible individuals include those who are an applicant or recipient of Safety Net Assistance and SNAP, as well as SNAP applicants and recipients not receiving public assistance.

Question 23: If a participant is deemed eligible for services (i.e. eligible for SNAP benefits) at the time of their enrollment in the SNAP E&T Venture IV program, will providers be reimbursed for the participant's payment point achievements if the client is no longer in receipt of SNAP benefits at the time of the achievement?

Answer:

If an agency has supporting documentation that shows a participant's SNAP eligibility authorization period and a milestone was achieved within the authorization period that milestone can be claimed. Milestones achieved after an individual is no longer receiving SNAP may not be reimbursed. OTDA continues to seek additional flexibility from USDA on this matter.

Milestones

Question 24: We presently have a soon to end SNAP grant. If eligible individuals received a qualifying Career Plan + 60 hours of training under our ending grant, can we then obtain milestone reimbursement under the new grant for such credential attainment, job entry, job coaching, and retention milestones as occurs?

Answer:

Yes. If you are awarded SNAP E&T Venture IV funds, a participant who is still enrolled can continue in the new program and earn milestones not yet achieved. Please refer to the chart below:

If the client completed or left program and.....	Then.....
Was enrolled as an SNAP E&T II or III or SNAP Opportunities participant with the current or different provider and it has been <u>less than a year</u> since the last milestone was achieved.	The contractor can only be reimbursed for milestones that had <u>NOT</u> been previously claimed for that participant.
Was enrolled as an SNAP E&T II or III or SNAP Opportunities participant with the current or different provider and, it has been <u>more than a year</u> since the last milestone was achieved.	The contractor can be reimbursed for <u>ALL</u> milestones achieved by the participant. They are viewed as a new enrollee to the program.

Question 25: Our present SNAP grant allows us to claim 50 certifications per cycle/program year. Is there a similar such limitation on this grant? Are their limitations on the number of any other milestones?

Answer:

The number of credentials to be claimed will depend on how you complete your budget. Agencies can decide how to split their funds amongst the different categories. We do not place a limit on a particular category, but you will have to keep in mind your budget score is derived from the number of educational gains and/or credentials planned and the number of job entry and retention milestones planned. We will consider your rank when considering contract modifications during the contract term.

Question 26: Can an agency, at its discretion, over enroll qualified applicants on the Career Plan + 60 hour of training criteria, not seek any payment for this milestone, but report the clients to OTDA and then use these individuals to satisfy other milestones that are available?

Answer:

If an agency achieves their initial Career Plan + 60 goal and has additional participants enrolling in the SNAP E&T Venture IV program, a Career Plan + 60 must be completed in order to claim additional milestones. The Career Plan + 60 would not be reimbursable; however, attainment of other milestones is possible if additional funds remain in the milestone category. OTDA reserves the right to assess performance based on how many participants are reported as having completed a Career Plan + 60 against how many of those participants are placed in jobs. This ratio will assist in the determination of future funding.

Question 27: Should proposals only include credentials that have been verified/approved by a Local Workforce Investment Board (LWIB) (prior to submission of proposal to OTDA)? Is a combination of New York State Workforce Eligible Training Provider List (ETPL) and non-ETPL trainings allowed?

Answer:

In general, you must have LWIB approval of your proposed training offerings at the time you submit your application. Most, but not all, training offerings will be listed on the ETPL site. If your organization operates a course that does not appear on the list, we recommend completing an on-line application to have your course listed. The list of eligible courses as well as the on-line application can be found at <https://applications.labor.ny.gov/ETPL/> under the heading Eligible Training Providers. Regardless of inclusion on the ETPL website, agencies are required to include all training offerings they intend to provide on Attachment 13, LWIB Approval Form. If a course is not listed on the ETPL, applicants should indicate that on Attachment 13.

Question 28: Does the prospective provider have to be listed on the ETPL? Or can the prospective provider utilize training programs on the ETPL as a part of the proposed training services?

Answer:

No. The prospective provider does not have to be listed on the ETPL. We would expect that any courses your participants engage in are part of your program or are offered by a partner agency as outlined in your proposal. The partner agency's training would need to be on the ETPL and approved by your LWIB.

Question 29: On page 15 of the RFP under the "c. Job Skills Training/Vocational Education" heading, there is an instruction that job skills training must include training courses that are listed on the New York State Workforce Eligible Training Provider List (ETPL). It appears that this list is for programs that charge tuition. Is this requirement waived for programs that have no cost to participants? For example, if we as a 501(c)(3)

that charges no tuition are running a certification program on site, do we need to be listed on the ETPL?

Answer:

We understand in many cases your agency will be funding the tuition or providing the training yourself tuition free. This is not an issue. It is more important that any training offered through the SNAP E&T Venture IV program receives approval from your LWIB and is included on Attachment 13.

Question 30: Are the OSHA 10 credential or the CDL endorsements (including “Passenger,” “School Bus,” and “Haz Mat”) available as supplements to a Commercial Driver’s License, included as Credentials that could be included in the proposal budget and billed under this contract?

Answer:

As long as the trainings and certifications are approved by your LWIB, they would be acceptable for SNAP E&T Venture IV purposes.

Question 31: The credential reimbursement appears to allow for two credentials. Would this include something like an OSHA 10 certification acquired as distinct from, but as an important component of, construction trade training that leads to a separate credential?

Answer:

Yes. The OSHA 10 certification that is needed for a construction trade would be considered a stackable credential and would be reimbursable under SNAP E&T Venture IV as long as the trainings are approved by your LWIB.

Question 32: Do credentials need to be provided by state or nationally recognized institutions, or does a certificate of completion of an in-house course meet the credential requirement?

Answer:

There are no requirements that credentials be provided by State or nationally recognized institutions. Trainings must be listed on the ETPL and be approved by your LWIB.

Question 33: Can a provider bill for the 90-day job retention milestone if the Employment Coaching milestone was not achieved?

Answer:

Yes. The Employment Coaching milestone does not need to be achieved prior to claiming the 90-Day job retention milestone. However, once the 90-Day job retention milestone is obtained by a participant, an agency cannot be reimbursed for employment coaching for that participant.

Question 34: Can a credential milestone be claimed before a participant completes the Career Plan + 60 hours?

Answer:

A Career Plan + 60 must be completed before any additional milestones can be claimed.

Question 35: Regarding credentials, what are the rules when claiming two credentials in the following scenarios?

- a. Complete HSE then complete vocational program;
- b. Complete HSE then complete College Prep program;
- c. Complete Home Health Aide then complete CNA;
- d. Complete Home Health Aide then complete Cosmetology; and
- e. Complete LPN then earn Associate Degree

Answer:

In general, we expect that an individual will be pursuing a particular pathway, and the credentials earned would be part of that pathway. With that in mind, examples a, b, and c are stackable credentials and demonstrate a clear career path. High School Equivalency may be needed in conjunction with the vocational program which is acceptable. You are reminded that the goal of this program is unsubsidized employment after the completion of job skills training. Examples d and e do not show a clear career pathway and would require OTDA to make a case-by-case determination.

Question 36: Can you clarify the 45 days to 30 days gap in employment?

Answer:

If a gap in employment occurs that is less than 45 days, the 30 or 90 day count includes all the days worked minus the gap period. If the gap in employment is longer than 45 days, the 30 or 90 day count must start over again when the employment resumes.

Example 1: Participant Smith obtained a job at the local hardware store. She worked there for 19 days before leaving her position for a better paying job. Participant Smith had a gap of employment of 14 days between her position at the hardware store and her new position. Since the gap was less than 30-days in length, the 19 days worked at the hardware store would count towards the 30-day entry and/or 90-day retention milestone.

Example 2: Participant Carter obtained a job as a Certified Nurse's Assistant. He began working at a nursing home which was scheduled to close at the end of the month. He worked a total of 9 days before the nursing home officially closed. He was unable to secure employment for 42 days. Since the gap in employment was over 30 days long, the 9 days Participant Carter worked at the nursing home would not count towards the 30-day entry and/or 90-day retention.

Question 37: Can hours of employment count toward the 60 hours of Instruction requirement?

Answer:

The Career Plan + 60 hours milestone can be paid when an individual Career Plan is completed and the participant engages in an education program related to employment, High School Equivalency Diploma Preparation, Job Readiness Training, or Job Skills Training/Vocational Education for at least 60 hours. Work Experience and employment are also countable activities for up to 30 hours when combined with education, job skills and/or job readiness services.

Documentation

Question 38: If telephone discussions are acceptable for Employment Coaching milestone, are participant signatures (included on example document) required for submission to OTDA when seeking reimbursement? Would staff signatures be enough in those cases where only a telephone conversation occurs?

Answer:

Yes. If the agency completes the coaching meeting via telephone, a staff signature would be sufficient documentation for reimbursement however, participant signatures are strongly encouraged.

Question 39: Can required milestone documentation be maintained exclusively through electronic client files, including case notes and scanned copies of original documents/signatures?

Answer:

Yes. Documents may be kept electronically. However, if using this option, the records must be easily accessible for OTDA at time of site visits or anytime requests are made, and you are responsible for maintaining the data in a secure electronic environment as the records contain sensitive information.

Question 40: Several employers are outsourcing employment verification or due to HIPPA laws are unable to provide employment documentation. The job developer calls the employer and/or participant and is told verbally of the information required for employment verification. Can the job developer sign a notarized statement or attestation that the information was given by employer or participants in case where a form or paystub cannot be obtained?

Answer:

No. The only acceptable verification for job entry/retention milestones are wage stubs, an Employment Verification form or an equivalent employer statement.

Question 41: Regarding documentation for the 30-Day Job Entry milestone, will one paystub suffice if the pay period ending date is 30 days or greater than the job start date?

Answer:

OTDA must be able to verify the start date and the 30-Day retention date. The preferred way is for you to obtain all pay stubs for the entire 30-Day period. If a pay stub is missing during the period but we are able to determine wages earned using year-to-date information, it may be acceptable, but you should make every effort to obtain complete wage documents.

Other

Question 42: We are contracting with a partner to provide some of the educational services within the proposed grant. They are a not for profit organization. What forms are they required to complete for submission with the grant application?

Answer:

One agency needs to be designated as the lead. The lead agency will be responsible for all paperwork associated with the grant application.

Question 43: We are looking to develop this program in the coming year. It is not yet in operation. It is unlikely that we would have SNAP-eligible participants enrolling in the program until at least late 2017 because we have to develop the necessary logistics. We would love to apply for funding to help us do that, but it's clear we will not have any program participants meeting any milestones until at least Year 2. Would this delay prevent us from applying for this grant? Is grant funding available for the development of a workforce program (information gathering, staff costs, etc.), rather than the operational expenses associated with it?

Answer:

We will not prohibit you from applying for the grant, but we expect projects to be operational shortly after the contract start date. If you are not able to do so, this could lower your narrative score. Also, because this program is reimbursed on a performance basis only, you would not receive actual funds until eligible participants achieve milestones. It would also reflect poorly on your performance. Future funding is associated with performance so the delay could impact your ability to receive additional year funding. Please note that there is no other grant funding available, and Federal SNAP Employment and Training Funds do not allow advances.

Question 44: Will letters of support be accepted as part of the proposal?

Answer:

While not required, letters of support could strengthen a proposal's score in the evaluation of Organizational Experience and Past Accomplishments category so they are recommended.

Question 45: Can the applying agency also serve as an employer who interviews and hires graduates of the training program?

Answer:

Yes. The applying agency can also serve as an employer. The employment must be unsubsidized in order to be reimbursed for a job entry and/or job retention milestone.

SNAP E&T Venture IV Reimbursement Schedule

(1) Milestone Category	(2) Milestone Goal	(3) Milestone Value	(4) Total Funds Requested By Category (2) x (3)
Career Plan + 60 Instructional Hours		\$1,250*	
Educational Gain		\$1,250*	
Credential		\$1,750*	
Employment Coaching		\$500*	
Job Entry**	Entry + Retention*		
Job Retention***		\$2,250*	
Total Milestone Value Amount			
Minus 50% Non-Federal Funds			
Total Milestone Reimbursement Amount			

*While there are separate reimbursement levels for individuals in receipt of SNAP only, for planning purposes agencies should estimate milestone goals based on the highest (SNAP/SNA) reimbursement value.

**Job entry and retention milestones will be added together for planning purposes

***Although the reimbursement values vary for job entry and job retention milestones based on average weekly earnings, for planning purposes, agencies should estimate the number of milestones to be achieved at the highest reimbursement value. (\$2,250 for jobs with average weekly earnings above \$405)

Please note that the milestone values include the SNAP E&T funds + the non-federal funds.