



The Workforce Development Program (WDP)
FAQ's

1. Is staffing an eligible cost for the program? **Yes, for trainers and other positions, 10% of admin cost is eligible.**
2. Are instructor costs eligible within the program? Can instructors be paid from the CDBG funding or can instructor costs only be considered with the in-kind share? **Yes, per the webinar, funds can be used to pay contracts for instructors/trainers. Be sure to explain this and outline it in the project budget.**
3. In the case that we do not know in advance the number of eligible students, how would we calculate the total match for grant budget purposes? **All local match must be available and committed at the time of application. The partner would have to commit to a total dollar amount for application purposes. This should be based on the total number of trainees you outline in the application. Should the number of trainees not meet the number in the grant application, funds available from all partners would be reduced, therefore your match percentage would remain the same.**
4. Is it recommended that the local government (county, city, or town) also provide some match amount, despite having sufficient or greater matching funds sourced through partnerships? **No, if the match percentage is met through private and non-profit entities, no funds would be required by the local unit of government.**
5. Will the number of open CDBG grants per county, city, or town be changed? What is allowed? **The policy for open CDBG grants has been changed. A county may have up to four and a city/town may have up to three.**
6. Should communities be concerned about 'release of funds' conflicting with the deadline to apply for the MSRP grant opportunity in spring 2016? Can OCRA help communities avoid this conflict? **2016 CDBG application dates have not been set yet. OCRA will strive to reduce any conflicts if possible.**
7. Can out of state residents count toward the 51% low-mod federal requirement, even though they are ineligible for the training dollars? **No.**
8. What is proper procurement method for trainer? Is this completed prior to application submittal? **If a trainer will be paid for with CDBG funds as part of the program, then the RFP process must be utilized. The process may be completed before application or after award. If completed prior to application, it is imperative that contracts are NOT signed until after OCRA has issued Release of Funds and the RFP includes a statement that contract award is subject to grant award. If completed after award, you will need to explain how you determined the budgeted amount in your application. In regards to Minority and Women-owned Businesses, use the state website (<http://www.in.gov/idoa/mwbe/2743.htm>) to see if there are any applicable entities to solicit. If not, please provide documentation via screen shot, etc.**
9. LMI percentage- is this cumulative through the entire project, or each individual session? **The LMI requirement is cumulative for the entire grant period.**
10. How is LMI percentage determined at the application submittal? **The community must determine what is attainable. It may be wise to commit to the minimum 51% and if exceeded that will be acceptable.**

11. Household income numbers- are the numbers used for the county where the training is held, or where the participant's household is located? **The trainees will complete an in-take document that will reflect the family size and income for the county in which they reside.**
12. Regarding Sector-based Strategies; for the purpose of strength of impact and being wholly responsible to regional needs, does the program allow for multiple training opportunities? If partnering with the same certified training institution (university or tech training school), can two or more training programs (industrial maintenance & heavy equipment for example) be used within the same WDP award? (These combinations would be made available as a choice to those eligible enrollees, allow for greater student participation, increase the ability for meeting regional needs, and not saturate one sector while leaving another sector unattended.) **Yes this would be allowable. The application should describe the program(s) and the need for the applicant/region.**
13. Is drug testing a requirement for student candidates in order to receive CDBG WDP dollars? **The community/lead applicant must have a Drug Free Workplace policy. Additional requirements are at the community's discretion.**
14. Regional employers appear to be willing to submit letters of support that would state "intent to hire", however, these should not be perceived as a commitment to hire. "Intent to hire" would imply that the employer has the positions open and the need to fill, but would weigh the record of the student before making any commitment to employ. Any perceived issue with this understanding? **No, the intent of this program is to create a skilled workforce in cooperation with the private sector. There is no requirement in the WDP for any creation of jobs. Each individual program will be different.**
15. My understanding is that the program would not allow specific work agreements, such as On-the-Job-Training (OJT) where contracts are made between the employer and WDP student for full employment once trained, with dollars from the program providing half of the student's wages during the training period. Is this correct? **Correct, this is not an eligible program expense.**
16. If a company sends employees for training during work hours and continues to pay them their regular salary, can those salaries count as cash match from the company? **Yes. If so, how would they document this in the application? All local match must be available and committed at the time of application. The partner would have to commit to a total dollar amount for application purposes. This should be based on the total number of trainees you outline in the application. Should the number of trainees not meet the number in the grant application, funds available from all partners would be reduced, therefore your match percentage would remain the same.**
17. Are trainees required to maintain employment in Indiana? **No, WDP does not require trainees to maintain employment in Indiana. Trainees are free to seek employment outside of Indiana. However, grant funding can only be used to train Indiana residents. Residents from other states can be trained but it would need to be funded from local funds.**
18. Should projects in WDP be for incumbent workers only? **The program should seek to serve both under-employed and un-employed workers.**
19. What is the maximum CDBG dollar amount per beneficiary? **\$5,000 of CDBG funds is the limit per beneficiary.**
20. Please outline the administrative or admin caps for this program. **The CDBG grant administration max is 5% of the grant amount. The program admin (supplies, overhead, etc) is capped at 10% of the total project cost. For example:**

\$312,500	Total project cost	
\$250,000	total CDBG award	
\$62,500	Total local match	
\$31,250	Total Admin Cap	10% of total project
\$12,500	Grant Admin Fee Cap	5% of CDBG award

21. Should all trainers be procured at the time of application? It would be preferred for all consultants and contractors to be procured, but having them procured by FEEPS will be acceptable for this application.
22. What is the grant timeline for the program? 24 months.
23. What is the environmental review process for the program? Applicants should follow the single environmental review process since projects do not include construction.
24. How should proposals and applications be submitted? All proposals and applications should be submitted to OCRA electronically on a clearly labeled CD or flash drive. Proposals and applications will not be accepted via email.
25. Should training programs result in a certification? Eligible programs do not require trainees to receive a certification. Any training program resulting in a certification is required to use a provider listed on the Workforce Investment Act Eligible Training Provider list found here, <https://solutions.dwd.in.gov/INTraining/index.htm>.
26. Are trainers required to be certified by the Department of Workforce Development to be eligible for the program? Only training programs that result in a certification are required to use a provider listed on the Workforce Investment Act Eligible Training Provider list. Trainers resulting in a certification must be listed on the provider list by Release of Funds.
27. Does the sample partnership agreement have to be completed for every partner? The sample partnership agreement included in the instructions does not need to be utilized. However, if you use your own partnership agreement format the document must provide an explanation of the organization's involvement in the project including any financial, in-kind, and personnel contribution. The document must be signed by the organization's chief official.
28. Does the sample cooperation agreement have to be completed for every jurisdiction participating in the program? The cooperation agreement provided in the instructions does not need to be utilized. However, if you use your own cooperation agreement format the document must delineate between lead applicant and supporting communities, discussion of cooperation efforts between the communities, and identify responsibility for the program's administrative functions. The document must be signed by chief elected officials of all local units of government.
29. How should public hearings be conducted if one or more counties are supporting the lead applicant for the application? At a minimum, public hearings must be conducted:
 - a. Within the jurisdiction of the lead applicant
 - b. Within any local unit of government contributing public funds as match
30. What is the process for determining if a community should complete a cooperation agreement for the program? If the program would actively market to a community for trainees or there is potential for a large portion of the trainees to be located in the community, then the lead applicant/sub-recipient should be engaging those communities as cooperating partners. Cooperating or supporting communities only need to sign a cooperation agreement. A resolution is not required.

31. What items should be included for each budget category in the sample budget provided in the instructions? **Below find a description of each budget item.**
- a. **Workforce Development**
 - i. **Labor (Training Delivery/ Technical Assistance):** direct costs of the training such as fees or salary paid to an instructor
 - ii. **Capital Equipment:** equipment required to conduct the training and
 - iii. **Materials:** raw materials needed to train on specialized equipment.
 - b. **Program Delivery (maximum 10% of total project costs)**
 - i. **Overhead:** room rental or lease expense.
 - ii. **Marketing:** marketing of the program to trainees.
 - iii. **Supplies:** administrative supplies required to conduct the training (i.e. pens, paper, notebooks, instruction manuals, etc.) and costs associated with carrying out the program (i.e. reviewing applications & registering participants).
 - c. **Administration:** grant administration (maximum 5% of grant if paid with CDBG)
 - d. **Environmental:** environmental review (maximum of \$1,500 if applicable).
32. What documentation will be required to provide proof of availability of funds from private companies? **Companies providing match will be required to provide documentation such as a balance sheet or a letter from their financial institution at FEEPS.**