



## Request for Proposals Employer Training Funds Incumbent Worker Training Grant

### Question & Answer

All formal questions submitted to [ecworks.rfp@ecworks.org](mailto:ecworks.rfp@ecworks.org) will be posted here with their corresponding answer.

**Question 1 (12/10, 11:19am):** Can non-traded sector companies be considered?

**Answer 1 (12/10, 12:40pm):** Yes, non-traded sector companies will be considered.

**Question 2 (12/10, 3:34pm):** Is this grant for training from someone specific or is it funding for us to make up our own training in house?

**Answer 2 (12/10, 3:50pm):** Grant funds are to support employee training and a training vendor selected by the employer. The training could be delivered in house or off sight.

**Question 3 (12/11, 12:38pm):** With regards to the requirement that employers pay employees during training: Is an employer required to pay employees for hours spent in training that occur outside of work hours?

**Answer 3 (12/11, 2:07pm):** No, this requirement is for training that happens during an employee's regular work hours. If an employee is accessing training during their regular work day, they must continue to be paid for their time. If an employee elects to access training outside of work hours, the employer is not required to pay the employee overtime or additional pay.

**Question 4 (12/12, 2:40pm):** Will there be a bidders' conference for this opportunity?

**Answer 4 (12/12, 2:43pm):** No, we will not be hosting a bidders' conference, but instead have prepared a helpful overview presentation, to outline the requirements for applying. You can find this linked on our website, along with the full RFP and this Q & A document.

**Question 5 (12/14, 9:40am):** Are the cost of wages paid to the employee/s during the training included in the total cost of the training? What about the cost of travel accommodations?

**Answer 5 (12/14, 3:18pm):** No, the cost of wages are not considered as part of the training request. Yes, the cost of travel accommodations can be included in the requested training funds.

**Question 6 (12/14, 9:40am):** If a company has 2 different trainings they would like to send employees through, would a different RFP need to be submitted for each even though both of the trainings offer a credential and make the company more marketable? This would help meet the \$10K (\$5k company out of pocket cost) total training cost requirement.

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**Answer 6 (12/14, 3:18pm):** The employer can request funding for multiple trainings on one proposal. We do not need a separate proposal for each training an employer would like to offer to their employees.

**Question 7 (12/14, 9:40am):** Are non-profits who receive state and federal funding eligible?

**Answer 7 (12/14, 3:18pm):** Yes, non-profits who receive state and federal funding can apply, the organization and the employees to be trained must meet the employer/employee eligibility criteria outlined on page 3, section VI of the RFP.

**Question 8 (12/20, 8:48am):** Can you clarify this statement? *Leverage or in-kind contributions are not considered match.* I'm wondering if the cost of paying participating employees' salaries can be used as in-kind match?

**Answer 8 (12/21, 3:34pm):** Employee salary is not considered match, nor is funding from another source or private donations. Match must be paid for by the employer and directly related to the cost of training, for example, if the training costs \$8,000 and the cost of travel and per diem associated with attending the training is \$2,000 then the total cost is \$10,000, meaning that the ask is \$5,000 and the match paid by the employer is \$5,000.

**Question 9 (12/20, 8:48am):** Do you have any examples of projects that were funded in the past?

**Answer 9 (12/21, 3:34pm):** We have funded various projects in the past, all with very different objectives. For example: we funded an Industrial Sewist training, that allowed for a team of industrial sewists to obtain additional skills on new industrial sewing machines. We have also funded programs for manufacturing employers to send their employees to safety and quality control training.

**Question 10 (12/20, 8:48am):** How competitive is the application? Are you looking for a diversity of organizations to fund, and if yes, is the non-profit sector (over)represented?

**Answer 10 (12/21, 3:34pm):** This is the first time we will be accepting applications on a rolling basis. In the past we have only run this opportunity one time throughout the funding year. That said, we are uncertain of the number of applicants we will receive or what types of businesses will apply. Non-profit and for-profit employers will receive the same level of consideration, regardless of the number of applications received.

**Question 11 (12/21, 2:42pm):** Does this opportunity to support training classes that can be accessed outside of the organization?

**Answer 11 (1/3, 2:38pm):** Yes, the training format and location of delivery is open.

**Question 12 (12/21, 2:42pm):** Would this program support training that costs \$1500 per class?

**Answer 12 (1/3, 2:38pm):** Currently this opportunity has a minimum request of \$5,000; therefore the training/trainings that you are seeking support for, must total \$10,000 or more, given that we require a 1:1 match.

**Question 13 (12/21, 2:42pm):** The median wage information link in the application does not work.

**Answer 13 (1/3, 2:38pm):** Please click [HERE](#) to navigate to Quality Info Occupation and Wage Information. Alternatively, you can go to [www.qualityinfo.org](http://www.qualityinfo.org) and click on the "Jobs & Careers" Dropdown Menu, then click on "Occupation & Wage Information". As a reminder, if you are unable to find the occupation title you use within your organization, please use the occupation that most closely relates to the job duties of the individual you are verifying wage information for.

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**Question 14 (1/3, 12:26pm):** Once the employee is “successfully trained or certified,” is the employer required to promote that employee and/or give them a raise in pay?

**Answer 14 (1/3, 2:28pm):** While EC Works does prioritize opportunities that create advancement, either through wage increase and/or promotion, it is NOT a requirement of the grant.

**Question 15 (1/8, 10:50am):** Are employers who are in the midst of eligible training, of current employees and not yet finished with training, eligible to apply for employer training funds incumbent worker training grant?

**Answer 15 (1/14, 9:00am):** Employers are eligible to apply for funds in order to help employees complete training that is already underway.

**Question 16 (1/9,8:29am):** For the trainings that are provided, do you all find the training or is this something I would have to create? Is this something we would go to a class room to do with an instructor lead training or something like over video?

**Answer 16 (1/14, 9:00am):** To apply for the training funds, the employer must identify the training and training provider. Training can take place in a variety of ways, some examples include; in a class room with an instructor, on-site with a trainer or with video instruction.

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