CITY OF AUSTIN
CAREER AND OCCUPATIONAL TRAINING
SOLICITATION NUMBER: EAD0018
QUESTIONS & ANSWERS

1. **Question:** Does "other funding" need to be secured for the funding period of the contract?
   Answer: Yes. The funding that is listed as "other funding" needs to be secured for at least that first time period of October 1, 2015 – September 30, 2018 or some period in that window.

2. **Question:** Under program strategy of the short-term category it asks for an explanation of the applicant's ability to place participants in careers that pay at least $11 per hour. Do program participants need to be paid $11 an hour at the start of employment or training?
   Answer: Participants need to be paid at least $11 an hour at the start of employment. Successful bidders will be required to report on participants' introduction wage as part of the contract.

3. **Question:** Is the $100,000-$200,000 awarded for the short-term training the total per award or the total to be divided among grantees?
   Answer: An amount in that range will be awarded for one (1) short-term contract. Only (2) two awards will be made under this solicitation.

4. **Question:** Do the 990 and audited financials need to reflect the same year? Our 2013 audit will be ready but the 2013 990 will not. We are on a calendar fiscal year so our most recent 990 is from 2012.
   Answer: The most recently submitted documents must be submitted with the Threshold Checklist.

5. **Question:** On the Threshold Checklist IV #3. Do you have to have both 2 years' experience working w/target population and providing proposed services to clients (example: We meet target population. Want to expand to workforce services beyond what is currently being offered. Would we qualify?)
   Answer: Must meet both of those criteria, 2 years' experience working with the target population **and** providing the proposed services.

6. **Question:** Are Youth as a target population appropriate under this RFA? Specifically STEM related.
   Answer: The intent of the RFA is to target individuals who have a job and are looking to advance their skills to get an increased position with their current employer or individuals who may not have an education and are employed at skilled worker levels and are looking from some type of advanced education level. Because of the proposed outcomes expected, Youth are not really a target population. Applicants are expected to ensure that participants are employed at least $11 per hour or $17 per hour depending on the training program.

7. **Question:** Given the narrow funding range, is it likely that only two proposals will be funded through this RFA?
Answer: Yes, only two (2) proposals will be funded.

8. **Question:** Is it appropriate to submit a proposal that is essentially a duplicate of the recent HHS Self-Sufficiency RFA?
Answer: No. Duplicate applications are not expected because the Scopes of Work for each solicitation are different.

9. **Question:** Does the City intend to make a single award under the long-term training provision?
Answer: Yes

10. **Question:** Does client eligibility preclude serving persons with associate degrees or higher?
Answer: Section 0615 Client Eligibility Requirements does not preclude serving persons with associate degrees or higher however, Applicants should review Section 0500 Scope of Work, Page 6, Part 3.3 a. where targeted participation is described. Applicants should also review Section 0600 Part IB, page #4, where Applicants are asked to provide data to demonstrate the need of the target population for the strategy being proposed.

11. **Question:** Section 0600: Application Instructions, Part I, D. Impact on Goals (pg. 6-7) Is there a difference between "employee partner" (output measure #3) and "employer partner" (outcome measure #6)
Answer: No. The output and outcome measures should both reflect **employer** partner.

12. **Question:** Does the City have a definition of an "employer partner" or is the Applicant expected to self-define?
Answer: Applicant must self-define.

13. **Question:** Section 0600: Application Instructions, Part II, B. Cost per Client, #3 (pg.9) For the "average cost per client achieving each of the performance measures proposed, "how can the Applicant calculate this for the required outcome of "average hourly wage of most recent graduates who became employed after training"?
Answer: After determining the "Average Hourly Wage based on most recent graduates" Sum the total costs for the most recent graduates and divide by the number of the most recent graduates used to calculate the average.

14. **Question:** Section 0600: Application Instructions, Part II, B. Cost per Client, #4 (pg.9) For the "average cost per client achieving the outcome proposed," should the Applicant calculate this based on just the numerator (#) or on the outcome rate (%)? If on the percentage outcome rate, can the City provide an example of how an Applicant might calculate this for "Percent of employer partners offering jobs to participants?
Answer: That would just be the numerator. We want you calculate the average cost for those client that were successful.

15. **Question:** Can the Applicant attach additional documentation not specifically requested or required in the Instructions? Examples of such documents include Independent Evaluator Reports, a Logic Model, List of Employer Partners, an Organization Chart, or Letters of Support.
Answer: Yes. Additional documents may be attached along with the required documents.

16. **Question:** Are Small Business start-up considered jobs created/placed?
Answer: The intent of the RFA is for Applicants to partner with industry and with existing employers so that individuals are able to meet targeted salaries and benefits. Applications that propose Small Business Start-ups will not be looked at favorably and are not the intent of the RFA.

17. **Question:** In Section 0500 Short-Term training is defined as delivering immediate needs within one to three months while long-term is within two to four years. Are these the minimum and maximum training duration requirements? Can short-term be longer than three months and/or long-term less than two years?
Answer: The minimum and maximum training durations have been defined. Short-term training is within one (1) to three (3) months and long-term is within two (2) to four (4) years.

18. **Question:** The proposal speaks to "hard to employ" and has this high level outcome: % of individuals who maintain or increase income, Percent of individuals that obtain employment. Since this is the case, if we train people to get jobs paying less than $11/hour, are we eligible?
Answer: The Applicant would be eligible to apply, however, the application may not be looked upon as favorably. If Applicants are applying under the short-term training category they are asked to commit to place individuals in employment at $11 an hour. If Applicants are applying under the long-term training category, they are asked to commit to placing individuals in employment at $17 an hour. For a complete description of Eligible Applicants see Section 0500 Scope of Work Part 8 page 11.

19. **Question:** Does any subcontractor that is submitted need to include a separate program budget and detail of their financials?
Answer: If an Applicant includes subcontractors in their budget, there is a subcontractor form that is required. However, a line item budget for that subcontractor is not required. The Applicant is required to submit "Section 0630 Program Budget and Narrative

20. **Question:** Does the agency need to have 2+ years providing proposed services or will a staff with that experience be sufficient for eligibility?
Answer: Because the Applications are by agency, not by staff member, the Agency must have 2+ years of experience providing the proposed services.

21. **Question:** Do "targeted occupations" (p.4) have to be high demand occupations? Is there a list of factors the City uses to recruit and for business expansion?
Answer: The City has posted a list of high demand occupations on the Economic Development website which can be found at http://www.austintexas.gov/article/economic-development-solicitation

22. **Question:** Will the City release a list of attendees for this conference?
Answer: Yes, the sign-in sheets have been posted on the Economic Development Website which can be found on http://www.austintexas.gov/article/economic-development-solicitation.

23. **Question:** If an individual began a long-term training program prior to enrollment in the grant program, would the individual have to be in the training program for at least two additional years under the grant? Or, could the entire length of the training program, including the time prior to enrollment in the grant program, be considered if the training program is two years or longer?
Answer: The length of the long-term training program must be between (2) two and (4) four years and aligned with high demand jobs.

24. **Question:** If a client enrolls in a long-term training program that lasts two (2) to four (4) years, what happens when a client who has initially been determined income eligible gets married or has a change in income that makes him/her ineligible? Is eligibility only determined when a client is initially enrolled in the program, or is it determined annually?
Answer: Section 0615 Client Eligibility, states that an Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of Annual certification of client eligibility and Services provided to client. In addition, the Agency must recertify client when notified of a change in family circumstances (e.g. family income, residence, and/or family composition). Unless specified by Grant/Funding Source, re-certification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances).

25. **Question:** On the Economic Development RFA, we noticed that there is one additional required outcome listed in the Scope of Work document that is not in Section 0600 Application Instructions – "percentage of individuals that obtain employment." Which document takes precedent? Is this a required outcome?
Answer: Given the inconsistency between the 0500-Scope of Work and the 0600-Application Instructions, for the purposes of the application, the outcome "Percent of Individuals that obtain employment" will be optional. However, "Percent of individuals that obtain employment" will be a required outcome for any application that is selected through this solicitation and will be negotiated during the contracting process.