

# Employment Development Department Disability Employment Accelerator (DEA) SFP PY 2016-17

## Questions and Answers

March 22, 2017

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### DEFINITIONS

#### 1. What is the definition of “earn-and-learn?”

The Workforce Innovation and Opportunity Act (WIOA) places a strong focus on earn-and-learn activities in career pathways. For the purposes of this DEA grant, the Employment Development Department (EDD) defines “earn-and-learn” as: Paid Work Experience, paid Internships, transitional jobs, pre- and registered apprenticeships, and On-the-Job Training (OJT). Under DEA funding, projects must provide these types of trainings to people with disabilities. Funding can still be used for Vocational Certificate programs.

#### 2. What does “Partnering with the Disability Policy, Employment and Collaboration (DPEC) Unit” mean?

Grantees must work closely with the EDD DPEC Unit. The DPEC Unit Project Advisors will provide guidance regarding training, project implementation, spending, and other technical issues.

### PARTNERSHIPS

#### 1. Will you please provide more information on the required partnerships and Partnership Agreement Letters?

The DPEC Unit is comprised of a manager, project advisors, contract analysts, and support staff, all assigned to the DEA. No *Partnership Agreement Letter* from the DPEC Unit is necessary.

You will need a *Partnership Agreement Letter* from your local-level EDD Employment Service office.

If you are not a Local Workforce Development Area (Local Area) but wish to apply for DEA funding, you must also partner with them and provide a *Partnership Agreement Letter* establishing this with your application. The partnered Local Area may not submit its own application for DEA funding.

**2. Can two Local Areas collaborate on DEA and submit one proposal?**

Yes; however, the request ceiling remains \$350,000 total and one of the Local Areas will have to be the signatory authority and assume fiscal responsibility for the entire amount, if awarded.

**3. If regional collaboration is OK with another Local Area, would we be able to have a sub-contract with another Local Area? For example, if one Local Area took the lead as the grantee, could we sub-contract with another Local Area?**

Yes, however each Local Area's role should be clearly defined and outlined on all relevant forms in your application/proposal.

**PERFORMANCE**

**1. Does the Disability Resource Coordinator (DRC) need to be a full-time position?**

No, it is not mandatory for the DRC to be full-time; however, the broad scope and amount of work required of the position may make it necessary.

In previous phases of the DEA grant, the DRC position had been full-time. The DRC duties usually include: being a subject-matter expert on disability-related resources; coordinating or providing training to staff; developing and implementing outreach activities; convening meetings with the Local Area, businesses and/or other community organizations; and, traveling to attend quarterly meetings hosted by the DEA Project Advisors.

**2. Is there an expectation that all enrolled DEA customers will participate in earn-and-learn strategies?**

No, the expectation is that earn-and-learn strategies take priority; however vocational-training certificate programs and direct-placement into employment are also acceptable services.

**3. Can the organization that receives DEA funding also be an employer?**

Yes, with the exception that the employer can not employ someone under an OJT contract. The position would need to be a regular open position.

## PROPOSAL FORMAT/SUBMISSION

**1. I am unable to access the SFP and required forms. I receive an error code.**

Please use Internet Explorer when accessing the DEA SFP, as the site was developed to using this browser as the standard.

**2. Are we required to submit letters from businesses/employers?**

No, *Partnership Agreement Letters* are not required from businesses/employers. But, a minimum of two, local, in-demand businesses must be identified and listed in the Project Proposal Narrative and relevant forms.

**3. Can proposals be submitted for amounts less than \$275,000? If so, what are the minimum participant numbers and match/leverage amounts?**

Yes, proposals for smaller amounts will be considered, and the minimum-match/leverage amount remains at 30 percent. Please review table on p.10 of the SFP to determine the participant numbers for your request.

**4. What are the minimum participant numbers for \$200,000 and \$250,000?**

The EDD requires that approximately \$3,000 be spent on direct services to each participant. The EDD arrived at this number after accepting 10 percent as appropriate for administration costs and approximating staff compensation. Additionally, the EDD expects that at least 80 percent of the participants enrolled will be completely new to WIOA or other grant services.

Applicants should use these approximation guidelines when describing performance objectives. . The EDD will score each proposals according to these targets when assessing applications for funding.

## OTHER

**1. Is there a recording of the Informational Teleconference held March 7, 2017?**

No.

**2. Was the DEA SFP Information Call mandatory for applicants?**

No.

**3. Can DEA funds be used to purchase assistive technology and/or special software?**

Yes, purchasing assistive/adaptive technology is an allowable cost; however, a demonstration of the need and benefit for DEA participants must be written into the initial Project Proposal Narrative and supporting forms. Procurement guidelines for purchases also apply to DEA funding.