

FY22 Innovative Bridge and Transition Grant Frequently Asked Questions

Please note that the answer on supplanting was too restrictive and incorrect: IETs are allowable and are not considered supplanting (see questions 30 – 33 for clarification and examples).

1. If an agency has two or three different Innovative programs, do we apply separately or put it together?
 - a. You can only do one grant per entity/institution. However, if you are part of a multi-district college institution, each institution is eligible to apply. The specific college has to be named in the application. If you are within one college, but in different departments, you can only have one application per institution. For example, you can't apply both, in Adult Education and Career and Technical Education. This should be a combined application from one institution.
2. If an innovative program is IT and another industry, do they have to be counted as 1 application?
 - a. Yes, as you can only do one grant. Each entity/institution should have its own application. You cannot do 2 applications per entity.
3. Can equity be the focus, or must the grant serve individuals with disabilities as well?
 - a. Yes, equity can be a focus built into one of the four objectives. Serving individuals with disabilities is Objective 4. Therefore, persons with disabilities are not required to be served unless you choose objective 4.
4. Can you combine an Adult Ed ICAPS funding with the IBT grant funds to scale up?
 - a. IET funds are allowable activities under this grant. Show your braided/leveraged funds on the Uniform Budget template non-state funding page, page 7, labeled Section B.
5. Will there be a cap on administrative expenditures?
 - a. No, but use good fiscal management and judgement. **Administrative costs should support the grant, the grant is not designed to support your administrative costs.**
6. Can these funds be used to pilot a new project that will be funded in the future/sustained by adult education funds?
 - a. Yes, IET is an allowable activity in the IBT grant.
7. We offer IBT and wrap-around support services. Since we have to choose one, is there an objective you would prefer?
 - a. No, it's up to you. Most likely, if you are going to serve participants you are going to provide support services in whatever objective you choose.

8. Can you clarify any rules related to combining this money with other funding sources to provide the program (regardless of if it's ICCB AE money or from other non-ICCB sources)?
 - a. If you're going to be using other funds, there is a way to show on the budget form that other funds are going to be used. It is the **non-state budget page in the Uniform Budget template, page 7, Section B**. Use this page to show any braided/leveraged funds from other sources.
9. For clarification, we only need to tailor our program to 1 objective?
 - a. Yes, we are looking for one primary objective.
10. Do we have to enter the students in DAISI if they are in the IBT grant since it is not AE?
 - a. No, this is not AE money, so it would not need to go into DAISI.
11. In Objective 4, would this only apply to people with disabilities who are able to work independently? Would people with severe disabilities be able to be supported by this grant?
 - a. All of these components have to be in place. You are preparing them for continued postsecondary training and/or employment. We are looking for programs that provide seamless transitions. The same holds true for those with disabilities. Work is critical to this. You will be held to the performance measures you lay out in your proposal.
12. Another question for people with disabilities...many families affected by disability have expressed that they do not want their adult child with a disability to work because they don't want to lose their benefits. If the purpose of the grant is to support people into employment, would this grant still be able to serve these families?
 - a. If you know that the family doesn't want them to work because of benefit loss, then you have to make a judgement call- are you really meeting the goals of the grant? This objective is to prepare them for post-secondary education and work leading to self-sustainability.
13. Can you give more examples of career activities? Do they include guest speakers from employers or WIOA approved training programs presenting in the class?
 - a. Career exploration, side visits, meeting with a career coach/counselor are all examples. If you can get some WIOA based training funding to cover it, then go for it.
14. Can these funds be used to pay a student stipend or tools?
 - a. Yes, but they must be tied to the training and they cannot be paid a stipend to "show up." On the job training is a good example of using a stipend.
15. Can these funds be used to cover the salary associated with a new position?
 - a. Yes, if it's a new position in the grant.
16. What is the maximum amount an agency can receive in funding?
 - a. Maximum amount is up to \$400,000.00
17. Is there a page limit to the cover page grant summation?
 - a. No more than 2 pages. Keep it as tight as you can.

18. What do you want in the Brief Description for the Organization and how much do you want there since as I type it goes off the page?
 - a. A brief description of how you will accomplish your goals according to the amount of funding you are asking for. General information on how your organization's is fit for this type of grant.

19. Can a portion of the funds go to scholarships and technology capacity for the pathway to advancement in post-secondary education?
 - a. Yes, but you want to be sure you have the parameters around your scholarship defined so that it's fair and equitable. However, we strongly encourage institutions to work with local one-stops, financial aid, and local community partners to maximize the resources.

20. Can this funding be used to cover credit class tuition?
 - a. Yes, these are allowable costs and must be related to the training outlined in your grant. However, we strongly encourage institutions to work with local one-stops, financial aid, and local community partners to maximize the resources.

21. Can this funding be used for non-credit occupational programs?
 - a. Yes, these funds may be used for non-credit training/occupational programs. They must be career pathway related and relevant to the area, i.e., high-demand occupation.

22. Can funds be used for equipment?
 - a. Yes, supplies and equipment. Capital equipment purchases are not allowable.

23. How important is funding external evaluation?
 - a. Funding an external evaluator is not a requirement.

24. Are books an allowable expense?
 - a. Yes, textbooks and supporting required classroom materials are allowable expenses.

25. This can be used if we are braiding funding as we have in the past, right?
 - a. Yes, you can use this with braided funding.

26. If we currently have an ICCB grant (i.e. FY22 Adult Ed Grant), do we need to go through the pre-qualification process for the IBT grant?
 - a. Once you've done your self-assessment (ICQ) for your entity this Fiscal Year, it should reflect for any grant you apply for during that time.

27. Is there a new quarterly reporting format for IBT?
 - a. Yes, that will be shared with those that are funded for FY22.

28. for grant objectives – we are to pick only one objective? We cannot work on more than one?
 - a. You are going to have some overlap, but you must select one objective. The goal is to help you focus on exactly what you're planning to do.

29. Is it accurate to say that the objective we choose is the only one we will report on?

You'll be reporting on any performance measures that come about as a result of the objectives and the performance measures you create to demonstrate how you will prove you have carried out the chosen

objective. In other words, any performance measures you identify in your proposal will need to be reported on.

Please note that the answer on supplanting was too restrictive and incorrect: IETs are allowable and are not considered supplanting (see questions 30 – 33 for clarification and examples).

30. I believe you mentioned that Objective 1 cannot be used to supplant already existing Adult Education programming. To clarify, this funding cannot be used to supplement or grow already existing bridge programming? Can it be used to develop a new bridge or IET programming?
- This was not correct.** The funding can be used to grow existing programming and bridge and IET are allowable activities in the IBT grant.
31. I know this has been answered but just wanted to make sure I understood correctly. I have an adult education program and I can use this funding to create a bridge class to move adult ed students into Phlebotomy program. I already have IET programs. This would be new.
- Yes, this is allowable.
32. Adult Education Division wants to use IBT funds to design a Transportation, Distribution and Logistics Pathway with a commitment to equity by helping students achieve through clearly demonstrated levels of mastery made possible by using competency-based curriculum and comprehensive student supports. In addition to designing the pathway, we will also conduct a pilot with a small cohort of students. The pathway will include a career development course that gives students practical and engaging examples of the possible careers available; contextualized TDL reading/math and HSE/GED preparation (not funded by IBT); hands-on training in Forklift driving (all Competency-based) with transition options into one of the following L&C TDL programs: Diesel Mechanic; Truck Driver Training; Business Degree with a focus on Logistics; or directly into employment. Comprehensive However, adult education students will be the target population (including others) and adult education funding will likely be used in the supports will be built in as well. This will not supplant adult education as it is new. future to help sustain this as either a bridge or an IET. I hope this makes sense. Knowing this, is this allowable to write for IBT funds?
- Yes, this is allowable: curriculum development and career pathway creation, career development, training designed to prepare individuals for employment are all allowable. The answer on supplanting was incorrect so there would not be a problem even if you were building on an existing program.
33. Our primary objective is to greatly expand and scale up our current initiatives in Bridge and IET programs. We would like to offer **additional** opportunities through our non-credit partners in Continuing Education to provide instruction and industry recognized certifications to our Bridge and ICAPS 1 students to increase employment opportunities for women, non-traditional students and English Language Learner in Transportation, Distribution and Logistics.
EXAMPLE: Our current Adult Education, TDL Bridge students who transition to ICAPS 1, in Supply Chain Management (17 credit hour Certificate of Completion through our CTE partner in Business Education) would be offered **additional** non-credit training and certification in Forklift Operation and OSHA Safety. Students would earn 17 college credits and a Certificate in Supply Chain Management through the Adult Ed Grant.

The proposed Scale Up/Expansion: The IBT would offer these non-traditional students critical, non-credit training and certifications that align with employer need and increases employability and marketable skills. We would also like to purchase sets of college textbooks for our bridge Instructors and students to use as a real world, contextualized resource in preparation for a smoother transition to the corresponding ICAPS.

- a. This is allowable under IBT.
34. Do you want MOUs from partners attached?
- a. No, please do not send us MOU's. We will not be evaluating them in the process. You should indicate you have them, but no need to send them. Also, do not send letters of support or other supporting materials unless it is asked for in the NOFO.
35. Is IBT on a one-year grant cycle? If so, will it continue to be one year only?
- a. Yes and, as far as we know, it will continue to be a one-year grant cycle. We have allowed some extensions in the past that allowed grantees to finish as much of their funding as possible. We do not foresee it going to a 2 or 3-year grant.
36. Does the budget need to remain in Excel format for submission or can it be in PDF?
- a. Either format is fine as long as there is a signature.
37. I've tried downloading the Uniform Budget several times using different browsers and haven't been able to download it. Can we reuse a blank budget from another grant?
- a. Yes, it is a Uniform Budget form, so all of the budget forms are the same. However, the Adult Education budget is different so don't use that one.
38. Can signatures be digital?
- a. Yes, signatures can be digital.
39. The NOFO did not indicate that there was a cap on the amount of indirect we could charge, so can we charge our full indirect cost rate?
- a. Yes, you can charge your full indirect cost rate.
40. During the presentation, charts were strongly encouraged as a helpful way to organize information in our response. Is the information in the chart required to be double-spaced or is that requirement related only to the narrative portion of our response?
- a. Charts are not required to double-spaced. Double-spacing applies only to the narrative.
41. Is the Cover Page and Grant Summation one template? Or two different ones?
- a. One Template.
42. I am having problems with the email and phone fillable sections on the Cover Page. Can you help?
- a. We had let everyone know we are working on it and it is now fixed. Here is the link to the cover page:
http://www2.iccb.org/iccb/wp-content/pdfs/workforce/ibt_grant/fy22/FY2022_Innovative_Bridge_and_Transitions_Cover_Page.pdf

43. If we provide childcare as a supportive serve, must the childcare be licensed?
a. Yes, childcare must be licensed in order for you to pay for it.

44. How much space do we have for the grant summation as part of the cover letter?
a. You only have the text box on page 2 of the cover page/grant summation. Earlier it was indicated that you can have more, but you are limited to the text box.

45. Who needs to sign the Cover Page?
a. The CEO or Executive Director should sign the Cover Page.

46. I may not be able to apply in time. Will this grant opportunity be available in the future?
a. We cannot guarantee that this will be offered in future years.

47. I cannot find the narrative template.
a. There is no narrative template. Please follow the outline in the NOFO.

48. I am having trouble entering the emails and phone numbers on the cover page.
a. We are working on fixing this issue.

49. Can we apply for both the WEI and the IBT grants?
a. There is no prohibition that we are aware of.

50. I am working on the application for the IBT grant. Are we able to budget for recruitment and marketing costs for this grant?
a. Marketing and recruitment are allowable and should be budgeted under indirect or administrative costs.

51. Are stipends allowable and what line item do they belong in?
a. Stipends are allowable and you can use the miscellaneous line item for the specific program costs.

52. Can you please elaborate on the goal of this section? Is it to convey how our project or programming could be a model for others in the State? *Re: Narrative Section 6. Scalability and Replicability: Description of how the project could be scaled or replicated by others in the State. All resources and products developed with grant funds will be provided from the grantee to the ICCB to share with the field.*

a. Yes, exactly what it says: for other entities to be able replicate or for the ability to bring it to scale.

53. I am having issues with the budget template. I can't get it to add a line on the pages. Are others having this problem or is it me?

- a. We are looking into this. We will post on FAQ once we have an answer.

54. What is the word limit in the Brief Description of the Organization text box? It does not allow me to put more than one line. In addition, it does not allow me to start the top of the text box. I have downloaded the most recent copy of the cover page which is listed on the website. Can you please help?

- a. The text box has been fixed and the cover page on the website has been updated to reflect that change.

55. I have a fundamental question as I prepare the IBT grant application. Are there definitions of "programmatic need" and "financial need" that I should be following?! am interpreting as follows:

Programmatic Need: Regional need for the program being proposed (e.g., to close the gap between workforce needs and skilled employees).

Financial Need: The ability of the College to fund the programs being proposed. – AND – The ability of students to pay for the programs being proposed..

- a. There is no specific definition for program need, but your's is fine.
Programmatic need will be based on your defined program objective. For the financial need you can also include your regional or district needs, employer needs, specific community groups among others.

56. Is there a recording of the bidders' webinar?

- a. Yes, here is the link, but **please refer to the FAQ as your final source as information was updated.**

57. Are you still needing this statement on the front title page of the IBT narrative: This application is being submitted on behalf of XXX; and, if awarded, the applicant agrees to abide by the provisions and guidelines set forth in the application and by the ICCB. Furthermore, the individuals listed in the application are authorized to act on behalf of the institution.

- a. Yes, this still has to be included on the cover page.

58. Can student internet costs be covered in this Grant?

- a. No.

59. TP Link Extenders for students allowed for purchase to students?

- a. No.

60. Is there a range of acceptable cost per student?

- a. No.

61. Is instructional equipment allowable?

- a. Yes, but if not 100% allocable to students served under the grant, then it must be pro-rated.

62. I am in need of the Uniform Grant Budget Template in Excel format. The PDF won't allow me to add rows. Is that available?

- a. We cannot change that template. If you have our Uniform Budget Template from last year you could try that one.

63. Do you have a copy of the budget for the RFP that is due today that you can send me? The online link that I have is not working.

- a. Go to the website, www2.iccb and use the grant tab. It is labeled, Uniform Budget Template.