FY2018 Workforce Innovation and Opportunity Act (WIOA) Title II
Technical Assistance Workshop Q & A

1. **Will the changes in The System for Administering Grants Electronically (SAGE) be minor or major?**
   a. No major changes; just some layout updates.

2. **Will the new SAGE be used for this Notice of Grant Opportunity (NGO) process?**
   a. No, you will apply in the old version. Once approved you will be trained on the use of the new version and upon finalization of the application you will start using the new version.

3. **Pertaining to the Statement of Need, are we uploading the demographics, test data, etc. or is it a character count?**
   a. Not uploaded, it's a character count.

4. **What is the infrastructure cost budget? Who/how is this budget determined? Will grant operators be required to contribute to infrastructure costs? If so, does this contribution come out of the grant budget?**
   a. The law says you "shall" have to. Probably heading towards this in the future to share costs if sharing in the delivery. There is currently a January 28, 2018 deadline for shared infrastructure costs to be implemented across all of WIOA. We will continue to provide you guidance and build towards this in the future.

5. **If the grant provides services at the One-Stop Career Center (OSCC) that add value to their services will they incur an infrastructure cost for the use of the OSCC space? Can that cost be provided as an in kind use of grant funded staff time (salary/benefits associate with salary)?**
   a. Yes

6. **What costs are incurred by the grant if no services are provided at the One-Stop?**
   a. None, if no services at the One-Stop you do not have to contribute. It may be expected to build towards this in the future.

7. **Are we using Educational Functioning Level (EFL) or Measurable Skill Gain (MSG) or both?**
   a. Both, EFL's are part of the MSG. We will continue to provide you with guidance regarding all performance measures.

8. **Can I get some more money?**
   a. No additional money will be provided through this grant as it is formulaically dispersed based on American Community Survey (ACS) data. If you need additional dollars you must seek it through other funding streams. These funds are intended to supplement not supplant existing federal, state and local funds.

9. **Do we need to collect Social Security numbers?**
    a. It is not mandatory that a participant provide a social security number to be accepted into the program. It is though necessary to have a social security number for the state to complete any data matching. If you are unable to collect social security numbers your program will be required to manually survey all participants for follow-up outcomes.

10. **Do we have to list courses on the Eligible Training Provider List (ETPL)?**
    a. No, individual courses do not need to be listed. The approved applicant agency will be added to the ETPL for literacy purposes only.

11. **Are the award amounts for the year or for 3 years?**
    a. For the year.

12. **Please verify, if your agency is submitting for the NGO as a single entity that you are not eligible for the lead agency fee?**
    a. Yes, if you are applying as a single entity you will have to add the Adult Basic Skills/English as a Second Language (ABS/ESL) and Integrated English Literacy and Civics Education (IELCE) lead agency award amounts to the ABS/ESL and IELCE amount columns. Your total award amount will not change, but the lead agency award amount will be considered like all other program/admin costs.

Example

FY 18 Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program Award Amounts (can be found in the Appendix of your NGO)

County/Multi-county Area	ABS/ESL Amount	ABS/ESL Lead Agency Coordination Fee Amount	ABS/ESL Professional Development Award Amount	IELCE Amount	IELCE Lead Agency Coordination Fee Amount	IELCE Professional Development Award Amount	Total
State Agency	$727,000	$14,540	$7,270	$265,000	$2,650	$2,650	$1,019,110

Funding Levels by Source (part of your SAGE application that breaks down the allocation for your area)

Appropriations (Title II)	Federal Funding	State Funding
Adult Beginning Education (ABE/ESL)	$741,540	
ABE/ESL Lead Agency Coordination Award	$0	
ABE/ESL Professional Development – LWD Award	$7,270	
Integrated English Literacy and Civics (IELCE)	$267,650	
IELCE Lead Agency Coordination Award	$0	
IELCE Professional Development – LWD Award	$2,650	
Contract Total	$1,019,110	$0

13. **If a program/agency is submitting an application for more than one funded area how do we handle this in SAGE application?**
    a. You will provide a single application with an upload in the miscellaneous forms of a secondary Statement of Need, Organizational Commitment and Capacity, Program Narrative and Professional Development Plan specifically speaking to services to be provided in the additional area. You will add the funding into the total for all areas on the Funding Levels by Source page in the SAGE application. Funds must be separated within the Consortium Partners and budget pages of the SAGE application. For example if the ABS/ESL amount is $100,000 you must list partners on the Consortium Partner page who serve a minimum of 100 participants. You must also budget for the total amount of $100,000 for the separate county.

14. **Are there additional reporting requirements when working with Temporary Assistance for Needy Families (TANF) participants?**
    a. Yes, the Title II database is LACES and all reporting for this program must be completed within it. If you are working with TANF you would then have to meet the requirements for that program as well.

15. **Are employment and life skills, basic PC skills, Career Connections, basic resume and online applications sufficient for Integrated Education and Training (IET) requirements?**
    a. No workforce preparation falls into the basic skills category. IET speaks to concurrent basic literacy training and occupational training.

16. **What is the federal definition of an IET?**
    a. Integrated Education and Training (IET) is defined in WIOA Section 203(11) as: *A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.*

17. **Can we no longer co-enroll in Workforce Learning Link (WLL)?**
    a. It is allowable as long as it is for 2 different services (e.g. Math in WLL and ESL in Title II).

18. **Do we still have to serve a minimum of 10% Level III students if our local Workforce Development Board (WDB) does not recognize this as a need?**
    a. The 10% minimum is no longer a grant requirement. You must ensure you are capable of providing services for all levels to qualify.

19. **If you are a statewide applicant what guidelines do you have to fulfill when it comes to working with the WDBs if your services span multiple counties?**
    a. You would use the State WDB's literacy plan. The State WDB is the State Employment and Training Commission (SETC).

20. **How can we provide data tables with our application?**
    a. You can upload them into the miscellaneous forms section of the application. You should notate where tables can be found within sections of the application if the tables need to be referenced. Be mindful of using easily identifiable names for your uploaded documents.

21. **We have tried to become a Career Connections site, but there is no process to do this. When will a process in NJDLWD be put into process?**
    a. Probably summer of 2017, but if you are in need of trainings or branding materials we can provide those at any time.

22. **Does Section 108 referenced in the NGO refer to a section of WIOA or to a section of the WDB plan?**
    a. Section 108 is a section of WIOA.

23. **If a county believes the weighted value score may not be accurate, can the allocation be appealed?**
    a. Yes, ACS data can be challenged, but the burden is on the applicant to provide proof.

24. **Is it a Memorandum of Understanding (MOU) with the Workforce Board or is it a MOU with the One-Stop as one of the One-Stop partners?**
    a. The MOU should be with the WDB. The WDB is the planning entity; the One-Stop is the physical location where services are provided.

25. **It seems that the Evaluation Criteria are not aligned with the Project Description (E1c).**
    a. The questions within the Project Description are broad to allow for the applicant to provide any and all details while the Evaluation Criteria are very specific as to what must be included.

26. **Is one partner allowed to indicate a significant amount of dollars for administrative costs?**
    a. All agencies are held to a 5% admin cap.

27. **Please state specifically how you want us to address the 8 pages of Program Requirements.**
    a. The Program Requirements document is a policy document and should only be used to guide you in answering the 9 questions of the Project Description.

28. **Who can connect potential new partners with already established consortiums?**
    a. Partnerships are built by the applicants. The WDB can assist with making these connections.

29. **Please elaborate on the awards by county; does this mean there is only 1 award per county?**
    a. Yes only one award per county.

30. **Are all of the LWD funded programs moving towards a longer 3 year period?**
    a. All programs are funded differently.

31. **The clients that enroll in Title II programs do not have any eligibility requirements that pertain to income, however One-Stop programs do. What responsibility does the OSCC have to service Title II clients who do not meet the financial eligibility requirements?**
    a. OSCC's have many different kinds of services. If a participant is not eligible for occupational training services they can receive occupational preparation services such as resume preparation, job leads, etc.

32. **What is the relationship between Employment services and the OSCC?**
    a. Employment Service is a component of the OSCC.

33. **What if a literacy client is not eligible for OSCC services (financial eligibility or they are not dislocated worker), should they enter through employment services? Is the OSCC still required to provide career services and intake?**
    a. Yes, career services will still be provided even if the client is not eligible for occupational training.

34. **Is the budget format the same as previous years?**
    a. Yes, the budget format is the same.

35. **For the IET, is it a minimum of two IET classes or courses per year?**
    a. As per the Program Requirements any grantee receiving IELCE funds must offer a minimum of two IET classes per program year. This could be offered as two different classes or it could be the same class that is offered multiple times during the fiscal year.