**MN Economic Recovery Jobs Program**

**Request for Proposals**

**Questions & Answers**

*Updated 12.17.20*

# We have questions regarding our fit for the program. Is it possible to schedule a call?

**Answer:** No. DEED staff will post responses to questions on DEED’s website, see Contract Opportunities page: <https://mn.gov/deed/about/contracts/open-rfp.jsp>. Questions regarding the RFP must be emailed to kathy.young@state.mn.us and will not be accepted after Thursday, December 17, 2020.

# Is there a cost per participant range DEED is looking at for this grant?

**Answer:** No. The RFP requires applicants to identify their proposed cost per participant in the application narrative (see RFP page 9), on the Form 1 Cover Sheet (see RFP page 17), and on Form 3 Budget (see RFP page 19).

# Can young people be paid for job supports?

**Answer:** Support services can be provided to participants. Refer to the Budget Category Definitions of the RFP (page 25).

# Can training be entrepreneurial in scope?

**Answer:** Yes. Training can include entrepreneurial training.

# Does a participant need to have a valid driver’s license at time of enrollment?

**Answer:** No. If an applicant does not have a valid driver’s license, grantees can enroll them and are allowed to use project funds to help participants obtain their driver’s license, address license violations, or re-instate their license. Participants must have a driver’s license prior to completion of program training.

# Are Local Workforce Development Boards eligible to apply? Are Counties eligible to apply?

**Answer:** Eligible Organizations are Nonprofit Organizations, Community Based Organizations, and Tribal governments. A local Workforce Development Board or unit of local government may partner with the primary applicant. See page 5 of the RFP for additional organization requirements and preferences.

# Are electronic signatures allowed for the Cover Sheet and other forms required through the RFP?

**Answer:** Yes.

# Can organizations partner with a school district and make the program an elective credit that helps the young adults meet graduation requirements?

**Answer:** Partnerships are highly encouraged. Use Form 4 Partnership Chart to list all partner organizations, if any, that will contribute resources, staff, or time to the proposed project (see page 20 of the RFP).

# Is there an advantage to the required current DEED contract being with the Minnesota Job Skills Partnership Program as opposed to, say, another DEED grant?

**Answer:** No

# Are online training programs eligible to be provided to participants?

**Answer:** Yes. Page 10 of the RFP ask responders to “Describe the plan to provide life skills and career readiness training, including virtual training opportunities.”

# Are the income guidelines determined for individuals or households?

**Answer:** The income guidelines are: an individual who receives an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed 200% of the federal poverty level (see link on page 6 of the RFP).

# Are we developing the income attestation independently, or is there standard documentation that will be provided?

**Answer:** No standard document is provided. For this grant, self-attestation of income is allowable.

# Are there certain outcomes you'd like to see from the post-program follow-up?

**Answer:** Outcomes should relate to increasing the participant’s employability and placement in employment following the program.

# The RFP states that applicants will be awarded in January 2021 with funds available upon execution of the contract. Does this mean we could extend the period we do outreach, potentially beginning in February 2021?

**Answer:** Yes. Please refer to the estimated program timeline on page 7 of the RFP.

# Could we add a metric that would show participant progress towards obtaining a driver’s license while in this program?

**Answer:** Yes, that is a local programmatic decision. Participants are expected to have earned a driver’s license prior to completion of program training (see question 5).

# Could a State ID serve as a substitute for a driver’s license?

**Answer:** No. A Minnesota State ID will not meet the requirements.

# Is the driver’s license a requirement?

**Answer:** Yes. Please see page 6 of the RFP and question 5 of the RFP Questions and Answers above.

# Is the notary signature required for Form 7 Affidavit of Non-Collusion?

**Answer:** Form 7, Affidavit of Non-Collusion, is a required form and must be submitted with the application. DEED’s preference is that a signed and fully notarized form be submitted with the application by the December 18, 2020 application deadline. Documents signed by electronic or remote notary as authorized by the Secretary of State’s Office will be accepted. See <https://www.sos.state.mn.us/notary-apostille/notary-help/> for more information on electronic and remote notary authorization.

If an applicant is not able to secure a notary signature before the application deadline, they should sign the form and submit without the notary signature and include a statement explaining why the notary signature was not secured. The applicant may be requested by DEED to re-sign and re-submit Form 7 with a notary signature at a later date.

# Form 5: Unemployment Insurance Account Content, specifies that a government-issued identification with a signature must be submitted with the proposal as an additional form of verification. Due to privacy concerns, is there a more secure way we could submit a copy of the signer's ID?

**Answer:** If possible, use a secure email for sending your application, along with the Form 5 identification document. If that is not available or allowable per your organization’s policy, sign and submit Form 5, without the identification document, and include a statement explaining why the identification document could not be included. The applicant may be requested by DEED to mail a copy of the identification document at a later date.