

**Q:** How should students be paid under this contract?

A: Students are paid by the provider and issued a payroll check at least every two weeks.

**Q:** Why are food and transportation costs considered non-allowable expenses under this grant?

A: Under WIOA regulations monies are not allowed to be used towards these expenses.

**Q:** Why is the grant period for one year if it is required to complete the grant within six months?

A: The NJ Department of Labor requires that contracts run on a yearly cycle. For the purposes of DVRS, this is a six-week Summer Internship. This gives vendors enough time to complete any necessary front-end work and complete the Summer Internship no later than August 31<sup>st</sup> 2020.

**Q:** Why is it required to obtain Letters of Intent from businesses you wish to work with? How detailed must these Letters of Intent be?

A: DVRS added this requirement to ensure DVRS has proof that a vendor already has a relationship with a business(es). The Letter of Intent can be general and simply state that a business would be willing to work with the vendor while including the number of students that business would be willing to place.

**Q:** How detailed should my organization's application be?

A: The more detailed an application is, the better chance it has of being selected. It is required that proposals include resumes and/or job descriptions, the credentials/experience of individuals providing direct

services, past successes, employer relationships, length of agency experience, target population, and a budget summary.

**Q:** Why is it required that approved vendors work with the 14-21-year-old student population? Can our organization work with seniors who have already graduated?

A: WIOA stipulates that we are required to work with this population. You cannot exclude students within the age group of 14-21. An organization cannot work with seniors who have already graduated. They must be In-School youth aged 14-21.

**Q:** What is the process for obtaining referrals?

A: The referrals can come from the vendor, school or the local DVRS office or a combination.

**Q:** If my organization wants to participate in the 2020 Pre-ETS Summer Internship Grant can my Summer 2019 Internship contract be extended?

A: No, two contracts cannot be active at the same time.

**Q:** How does the vendor cover its cost for Worker's Compensation?

A: The cost of Worker's Compensation will be covered under this grant. The vendor must break down this expense per student under the student wages budget line item.

**Q:** What type of information can a vendor include in their application for the grant?

A: Interested Vendors are encouraged to be detailed in their application and provide documents to make their application strong.

**Q:** Who reviews the grant applications?

**A:** Reviewers are staff within DOL and DVRS.

**Q:** How many different industries does my organization need for the purposes of this grant?

**A:** Your organization must have a minimum of three industries per county you propose to serve and not just three in total.

**Q:** What is the definition of a Skills Trainer?

**A:** Skills Trainers are experienced employment and training instructors who provide specific training in the five core Pre-ETS service areas. The Skills Trainer assists in preparing consumers with the basic employment skills needed to prepare for and enter into competitive, integrated employment within their skills, abilities, needs and interests. Skills Trainers do not provide one to one supports while a student is engaged in Pre-Employment Transition Services.

**Q:** What is the staffing requirement under this grant?

**A:** The grant allows for 1.5 positions. This can be broken out into three part-time positions as well.

**Q:** What is the minimum education requirement of your organization's staff?

**A:** All skills trainers must have a minimum of an AA degree from an accredited college and two years of related Human Services experience.

**Q:** Can a student who has received a work based learning experience through a previous Pre-ETS grant, another program or from their school participate in this Summer's internship opportunity?

**A:** No, duplication of service is not allowed for those students who have already received a work based learning experience through a previous Pre-ETS grant, another program or from their school.

**Q:** What is the time-line for the approval process?

**A:** DVRS cannot given an exact time-line as there are several steps in the final approval process. We do our best to follow-up with prospective grantees along the way to provide updates.