

**2025 Pre-Employment Transition Services Summer Program
Request for Proposals
Question and Answers**

1. Can the summer VR grant fund bus passes? I know it won't cover transportation in general, but does that fall under a different category?

A. That would depend on the reason for the bus passes. Providing bus passes to get to and from the summer program is not an allowable cost however, if the bus passes is utilized as part of the curriculum to provide travel training for the purpose to prepare students with a disability to travel independently in their home, community, college, work-based learning site is an allowable expense.

2. Does VR have a preference on which of the 5 required services that the proposals focus on, and do we need to focus on 1 or multiple services?

A. The services that can be provided in a proposal can be focused on 1 or can be multiple services. All services need to be time certified for each staff and student for each service you are providing. If you are unclear about what activity would fall in each of the 5 required services, you can ask, and we will clarify.

3. Can the grant cover students through an ESU and serve students at their home district?

A. Yes, that is allowed, and we have had submissions that were similar to that previously.

4. What does the \$49,000 allotted what does that apply to?

A. The RFP includes information in regard to the budget and expenses that you would incur for the summer program. it would include for example, personnel, which would include salary, wages, a breakdown of all fringe benefits. If the program was providing a paid work-based learning it would include student wages and any benefits that you would cover. Travel expense for staff for curriculum delivery and facility charges. Amy Hancock is part of the VR fiscal team, and her team is very willing to meet individually after submission of the proposal and talk about what can and what is not allowed. The \$49,000 is an all-encompassing for all cost need to be under that amount. The RFP is for a reimbursement contract, so the funds are not provided up front. There is a

table on page 7 of the RFP that you can use to create the budget for an easier submission if you don't have something to use.

5. What are some costs that can't be reimbursed?

A. Some items not allowed are things like food, unless it is directly related to the curriculum delivery, like if you're doing cooking classes. We are not able to cover travel expenses for students. We're not able to cover a one-to-one worksite skills trainer to provide support for students that are doing work-based learning experiences. Under this contract, we cannot cover things to be given away. Things like gift cards, T-shirts, and book bags. We also can't do a stipend. We are governed under the Rehabilitative Services and follow the 200 CFRS, which are the cost principles that we follow. As a general rule we do not reimburse for the purchase of equipment unless it is for this program very specifically and will only be used for this program. We would need to have a strong discussion about the request. We rarely have allowed the purchase of equipment under these contracts. No equipment would mean laptops, projectors, and things of that nature.

6. One of the biggest hurdles is that students can't get to the job that we set up for them. Their worksite. I am wondering about that travel expenses for students. Have you found any helpful hints with that or anything to help with that because that is one of their biggest barriers for kids participating in this?

A. We have seen proposals that utilize it as an in-kind donation from the school district or ESU. It is not something VR can assist with based on the rules that were discussed by Amy Hancock.

7. If you were to do multiple services, for example if you do some type of classroom learning related to work and then take them to a worksite and provide those services, can you explain to me how to record time separately?

A. If you are providing workplace readiness skills in the classroom, that time you are providing that instruction to them would be under workplace readiness. You would need to make sure all the students are time certifying their time. For example, from 9:00-10:00 the students did workplace readiness and then staff that were involved in that activity would also need to time certify also. Then if they go out to a worksite and are working that time would be under work-based learning experience.

8. If we have any additional questions, who do we direct our questions to?

A. While we are in the RFP process, we have to be really careful about how we can address and share questions that is why we have this time open to address those questions. We suggest if you worked previously with us that you take that information and put it in your proposal. Once we have accepted proposals, we will meet with each accepted company's proposal team and give feedback and then will provide you time to tweak proposals or make any changes at that time. However, while we are still in the RFP process, we are not able to provide that kind of information. Once the entities have been notified of acceptance we can answer any questions. Amy Hancock will be in charge of any budget questions and Lindsay Brown and Lupe Stevens will be in charge of any questions directly related to program. If you go through the RFP it is outlined with each question so if you go line by line and answer each thing. We try to outline it that way so that you can't miss or forget to include anything. As long as you follow that guideline you will be on track.

9. When putting personnel costs into the budget what should be aware of?

A. For your personnel cost, any cost that you would want us to reimburse for would need to be included in your proposal. We can only reimburse for costs directly related to the program. We cannot reimburse for any cost for personnel when they are not working on the program. For example, sick days, vacation days and holidays we cannot reimburse for that time. If your program runs over Memorial Day or 4th of July, those are not times that we can reimburse for. It can have wages with all the fringe benefits. For example, FICA, Worker's Compensation, Retirement and any of the insurance that your agency or company may provide for your staff can be included in that, but it has to be broken down by a specific rate by the hour. We would need to know that the staff person is going to work X amount of hours at this rate per hour. It would also need to be the same for students. Students need to be paid at a rate per hour for X amount of hours and they could also be reimbursed for things like FICA and Worker's Compensation if that was something that your agency or company was paying for them when they are providing a work-based learning experience under the contract.

10. If we were to get together a day beforehand to train or after done to debrief and make sure we have everything are those costs included in the program?

A. Yes, they would be included. This would be part of the preparation for the program. Consider putting those hours as part of your work plan, outline it in

workplan and then include that in your budget. That would have to be hours included in your personnel time. Remember we cannot reimburse for anything that is before or after the start and end dates of the contract. These contracts will have a start date of April 1, 2025, or the last date signed by all the parties and then we'll have an end date of July 31, 2025. VR will only reimburse for time between those dates of the contract.