Office of Workforce Development Notice of Funding Availability

Frequently Asked Questions

Last Updated: January 25, 2024

1. **What is the January 2027 deadline?**
   o All funding must be spent by December 31, 2026.
2. **Do small organizations have to submit an audit?**
   o Applicants are required to submit the organization's most recent and current audited financial statements. Additional audits may be required from the applicants depending on the amount of funding. If you feel like there is an exemption, or you do not have those documents please detail that in your proposal and provide the closest documents you have to an audit.
3. **Who will review the applications?**
   o Each proposal will be evaluated by multiple city employees. All applications will be evaluated according to the scoring rubric included in the NOFA.
4. **How much insurance are we required to carry?**
   o Certificate of Insurance requirements are determined based on the program and funding amount upon award.
5. **How long can a proposed program run?**
   o The start date of any given program is flexible, as well as the number of months the program runs. However, all funding must be expended by December 31, 2026.
6. **Will the grant pay for the insurance?**
   o To the extent that the insurance is a permissible expense pursuant to 2 CFR 200.447, the grant will pay for the insurance.
7. **Do I need to submit a certificate of insurance or a tax clearance form with my application?**
   o No. Those will be submitted as part of the contracting process after an award is made.
8. **There are two different fonts listed as required in two locations. Which font should we use, and does it have to be double spaced? What about tables, charts, graphs and graphics?**
   o Please use Calibri, double spaced. Tables, charts, graphs and graphic may be single-spaced.
9. **Do we need to use the word document provided for the application? Are the questions and prompts subject to the formatting requirements?**
   o Please utilize the word document provided. Questions and prompts are subject to formatting requirements. The entire application, including the questions must be 20 pages or less.
10. **May we include letters of support? Would letters count toward the page limit?**
    o Yes, and not those do not count towards the page limit.
11. **What is the file size limit of your email inbox? If our proposal response exceeds that limit, may we send multiple emails labeled file 1 of X, 2 of X, etc.?**

- o Please do your best to fit your files in a single email. If you are unable to fit your files in a single email you may send multiple emails.

12. **What are the eligibility criteria for participants? What are the ARPA requirements?**
    - o The American Rescue Plan Act permits local government to address the negative impacts of the COVID-19 pandemic on households, small businesses, nonprofits, impacted industries, and the public sector. Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits. Each category includes assistance for "impacted" and "disproportionately impacted" classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities. For further detail about the eligible uses of funds and eligible beneficiaries please refer to the resources provided by the U.S. Treasury.
    - o A stipend paid to participants during training is an example of eligible spending.
    - o Certain types of capital expenditures are permissible. Please consult Treasury's guidelines and explain your rationale in your budget narrative.
    - o Hiring and paying staff is a permissible use of funds. If you are hiring new staff please provide a detailed hiring plan in your application.

13. **Could you provide more information on evaluating program impacts? Will this be an external evaluator? What is the expected commitment for grantees as part of the evaluation process?**
    - o The city will hire a third-party evaluator or evaluators to measure the impact of all ARPA projects. Applicants receiving an award will be expected to fully cooperate with the city and the evaluator to measure

14. **Is there a specific expectation or goal on the number of people to be reached/trained?**
    - o No there is not specific expectation or goal outlined.

15. **Are these monies reimbursement only?**
    - o No, funding can be paid up front or reimbursed but this will be determined after award during the subrecipient agreement process.

16. **Is there a domicile requirement for the organization?**
    - o The applicant organization does not have to be located in New Orleans, but the participants served must be New Orleans residents.

17. **What is the OHSS' feasibility and cost reasonableness analysis?**
    - o This is a part of compliance with federal rules and regulations that will be done with all awarded projects. For more information, please consult the Uniform Guidance and Federal Acquisition Regulation.

18. **Scoring of Program Eligibility and Impact states "The expected impacts on either the number of participants or on participants' success are significant." Can you define what significant means?**
    - o This is a subjective term. Please describe the impacts your proposed project will have and why you believe them to be significant.

19. **In the case of co-applicants:**
    - o The subrecipient agreement and funding will be distributed through one primary applicant.

- There needs to be one fiscal agent/primary applicant. If selected, the subrecipient agreement will be written with the primary and payments will be issued with the primary applicant.

20. Would the campaign of gathering participants be as part of the administrative 10%?
- Expenses included in your administrative costs are up to your discretion and will be evaluated along with other detailed budget items.