

OFFICE OF VOCATIONAL REHABILITATION

ANNOUNCEMENT OF GRANT AVAILABILITY

ACES (Access College-Employment Success) PROJECT

Questions and Answers

April 11, 2014

QUESTION (4/10/14):

Can you please clarify the intent of Attachment I, specifically "Goods and Chattel"?

ANSWER:

If an entity purchases something and installs it into rental property it may be considered a "fixture" – if under the eyes of the law it is considered a fixture and by default becomes the property of the landlord, then the lessee cannot remove it upon termination of the lease. Obviously this isn't a factor unless the organization is renting their business property.

In this case, *Attachement I* is giving the landlord notice that, if certain things are purchased with grant funds and OVR retains title (typically for the 5 year period), that, even if it might be considered a fixture under other circumstances, the landlord is agreeing that it is not. The "goods and chattel" remain the property of OVR. If the lease terminates, those items will be removed.

The term "goods and chattel" generally refers to personal moveable property – this makes sure that certain things would be designated as such and not turn into a fixture by agreement.

QUESTION (4/9/14):

I wanted to get information on what I will need to do to become a Comprehensive Transition Program (CTP). What is the procedure and requirements for being considered? I know that it may not be a simple response but just some basic procedural direction would help me to begin the discussion with administration. I don't believe that I asking questions about the OVR grant, just about the CTP requirements. Thank you.

ANSWER:

Please reference the following website for guidance on becoming a "Comprehensive Transition Program".

<http://www.thinkcollege.net/topics/becoming-a-comprehensive-transition-program>

QUESTION (4/4/14):

Do you accept appendices? If so, in what format should they appear and how should they be included with the application?

ANSWER:

Please refer to **Section 6 – Application and Submission Information, Item #4 Project Narrative:**

4. Project Narrative

The project narrative must not exceed fifteen (15) pages, including cover page, table of contents, the statement of the project goal, deliverables, charts, graphs, maps, and letter(s) of support when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left, and right) [single spaced and printed on one side of the paper]. **Evaluators will review only the number of pages specified in the preceding sentence.** The font must not be smaller than 11 point [Times New Roman or Arial]. Page numbers must be provided in the footer. Do not include any Internet addresses (URLs) that provide information necessary to review the application.

The project narrative must include:

- **Merit Review Criterion Discussion:** The section should be formatted to address each of the merit review criterion listed in Section 5.2. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. **Evaluators will review and consider only those applications that address separately each of the merit review criterion.**

QUESTION (3/31/14):

Is the \$1.3 million a three year total, or does the budget need to be evenly distributed among the three years?

ANSWER:

Please refer to ***Section 2 Award Information, Items A and E.***

FUNDING AVAILABILITY: Up to \$1,350,000 for the initial term of the grant, ACES (Access College-Employment Success) Project. This award will be made for a term of three (3) years with an option to extend for a fourth and fifth year pending availability of funds. This grant will be awarded to one successful grantee. Funding will be available to the successful grantee for administration and staff activities as well as costs incurred by the eligible colleges or universities (sub-grantees) to develop and implement its certificate program. The grant anticipates sufficient funding to enlist, develop and implement certificate programs at no fewer than two new eligible colleges or universities (sub-grantees) each year of the grant period. **The grantee is responsible for proposing how the available funding will be used to administer the grant and enlist and develop at least two college-based certificate programs per year.** For the purpose of developing, implementing and sustaining a college-based certificate program, funding can be directed to sub-grantees for multiple years but not to exceed three years.

PERIOD OF PERFORMANCE: **OVR anticipates making an award with an initial performance period of three years. The grant period is from 7/1/2014-6/30/2017.** If extended, Year 4 grant period will be 7/1/2017 to 6/30/2018 and Year 5 grant period will be 7/1/2018 to 6/30/2019.

QUESTION (3/19/14):

The AGA guidelines state that the grant will be awarded to one successful grantee. Would it be permissible for two or more organizations to submit a single proposal as a partnership or consortium?

ANSWER:

A lead organization may submit one proposal on behalf of a partnership organization, or a consortium of organizations. The proposal must provide detailed information regarding the methods by which the partners or consortium will collectively achieve the goals of the project.

QUESTION (3/17/14):

I am contacting you from ASERT Autism Resource Center. We are a statewide Autism Resource Center funded by the Bureau of Autism Services. I passed along information regarding the ACES grant availability to an individual on the Autism Spectrum. They are requesting help filling out the application. Is there are specific contact I should refer them to or is this something you can help the individual with?

ANSWER:

Please refer to AGA: Attachment A, Pages 13-14 **SECTION 8 – QUESTIONS/AGENCY CONTACT.**

A Pre-proposal Conference **will not** be scheduled. Therefore, questions regarding the content of this AGA must be submitted to Dana Baccanti at the following email address: dbaccanti@pa.gov.

The commonwealth will attempt to respond to a question within three (3) business days, and post the answer on the OVR web site listed below, unless a similar question and answer have already been posted.

Questions and comments concerning this AGA shall be submitted no later than five (5) calendar days prior to the application due date. Questions submitted after that date will not allow the commonwealth sufficient time to respond.

QUESTION (3/17/14):

Slippery Rock University is reviewing the application and eligibility guidelines for the Access College-Employment Success (ACES) Project to determine whether or not there is interest to submit a proposal. Upon reviewing the budget format, it seems that there is not a line item to use for any sub-grantees (as a direct cost to the prime grantee), but the program announcement allows for funding to be directed to other colleges and universities as sub-grantees. How should the budget forms be completed to allow for the sub-grantees' costs? Any guidance you can provide will be greatly appreciated.

ANSWER:

The budget format is a template from which applicants may work. Applicants may alter the budget document accordingly for their proposal. Applicants may add or remove line items to reflect how they will spend funds in order to carry out their work plans, or to meet goals

QUESTION (3/15/14):

We are a small, proprietary school that works with post secondary students located in the Philadelphia area. The school is licensed by the State and also works with the local OVR office.

I was wondering if we meet the eligibility requirements for the ACE RFP which has recently been issued and is due in mid- April.

ANSWER:

Please refer to AGA: Attachment A, Page 4 **SECTION 3 – ELIGIBILITY INFORMATION.**

ELIGIBLE APPLICANTS: Existing organizations that possess experience with the development or administration of college-based certificate programs; experience with higher education, adults with intellectual disabilities, special education, and issues affecting the ability of people with disabilities to secure and maintain employment; experience advocating for system changes; and, the capacity, experience and expertise to proliferate the existence of college-based certificate programs intended to develop independent living skills and lead to employment outcomes for young adults with intellectual disabilities within eligible colleges or universities throughout the Commonwealth of Pennsylvania.

Eligible applicants will be capable of managing a grant; developing and following a budget; and facilitating partnerships with multiple stakeholders and funding sources to achieve the overall project goals, including but not limited to: enlisting interested and eligible colleges or universities as sub-grantees; ensuring that sub-grantees develop post-secondary programs similar to the TPSID model and adhering to *Think College Standards, Quality Indicators, and Benchmarks for Inclusive Higher Education*; developing and implementing an appropriate budget; providing technical assistance to ensure successful implementation by sub-grantees; collecting and reporting performance outcome measures; and coordinating and evaluating the activities of the project. The organization awarded the grant will facilitate development of sustainable braided funding sources for each sub-grantee such as Individuals with Disabilities Education Act, Medical Assistance Waivers, Federal/State Financial Aid, Workforce Development, and OVR.