

TAP-CoE Clarifying Questions¹

1. **QUESTION:** In the RFA, it indicates that applications should be submitted electronically. Do you also need a hard copy mailed to you or is the pdf enough?

ANSWER: No, we do not need the hard copy for the initial screening of the application. The pdf will be enough. However, for those awarded, we will be requesting the hard copies with the wet signatures.

2. **QUESTION:** For the partnerships with organizations supporting my proposal, do I need to get at this time, the signatures for the match they are providing for the grant?

ANSWER: Per the [RFA instructions](#) and [COE Bidder's conference webinar](#) the only required pieces are as follows:

- Cover Letter
- Contact Page
- Application Abstract (One page)
- Table of Contents
- Response to Objectives (10 pages max)
- Annual Workplan
- Budget Worksheets (summary, detail, 50% match)
- Project Management Plan (6 page narrative + supporting documents)
- Reporting Requirements (3 pages max)

No other documents or signatures indicating commitment of matching resources to your project are included as required pieces of the application.

3. **QUESTION:** Do the three references required need to be in the form of individual letters or can it be a listing of three individuals with contact information provided?

ANSWER: The references should be individual letters as noted in the RFA Specification (page 3):

Provide three references attesting to the Project Director's productivity in labor market research and decision-support related to workforce and economic development.

4. **QUESTION:** If the requirement is three individual letters, does that count toward the 6 page limit?

ANSWER: These references are not part of the 6 page limit.

¹ These questions were received after the February 27th Bidder's Conference but before the April 17 submission deadline.

5. **QUESTION:** If we are submitting more than one application from a host college, how should we distinguish them from each other so as not to appear as duplicate submissions? Currently the requirements for the subject line of the email submission do not allow for distinguishing between them.

ANSWER: When sending multiple applications from the same college, number the subject line as follows:

EWDRFA2013-14COE[insert district (and college name if applicable)1]
EWDRFA2013-14COE[insert district (and college name if applicable)2]

For Example:

EWDRFA2013-14COE-Redwoods-Redwoods1
EWDRFA2013-14COE-Redwoods-Redwoods2

6. **QUESTION:** On Page 8, Item 11. Application Procedures, the workplan is not listed as an attachment to be sent, how do submit the Workplan?

ANSWER: Include it as one of the required attachments with similar naming conventions:

Title attachments as follows:

- Application.[insert college name]
- Contact Page
- CEO Letter.[insert college name]
- BudgetSummary.[insert college name]
- BudgetDetail.[insert college name]
- BudgetMatch.[insert college name]
- WorkPlan.[insert college name]

For Example:

- Application.Saddleback
- Contact Page.Saddleback
- CEO Letter.Saddleback
- BudgetSummary.Saddleback
- BudgetDetail.Saddleback
- BudgetMatch.Saddleback
- WorkPlan.Saddleback