

Community Engagement Partners Solicitation

Frequently Asked Questions

1. Are for-profit community-based organizations eligible to apply?

Yes, non-profit and for-profit community organizations are eligible to apply for this grant, as long as they serve marginalized populations, and/or populations who face particular workforce challenges. State agencies, municipalities, and local workforce boards are not eligible to apply.

2. My media organization is primarily interested in advertising these RIDLT initiatives. Do we still need to apply to this grant?

Media organizations are always welcome to promote RIDLT initiatives through websites and radio stations – in fact, we appreciate it! However, the RIDLT does not have funding available at this time for that particular purpose. Relevant to this solicitation, a media organization could partner with another community-based organization that is applying and potentially be funded through their award if they were successful.

3. The grant states that “Staff time and overhead or administrative costs are not eligible for reimbursement.” Is a subcontract with a marketing contractor eligible for reimbursement in this grant?

The \$12,000 payment to organizations is meant to cover staff time and administrative expenses toward completing the responsibilities and deliverables under the grant. An applicant could include use of a consultant as part of their model for doing the work of the grant, and fund the consultant with that portion. This portion of the payment is based on successful completion of deliverables, not reimbursement.

Where the RFP states "Staff time and overhead or administrative costs are not eligible for reimbursement," that is in reference to the additional \$3,000 for material items related to outreach and marketing for DLT/grant purposes specifically, such as supplies, marketing materials, participation incentives such as gift cards, and food.

4. Are the dates set for the required working meetings with RIDLT?

Dates for the working meetings with RIDLT are not yet finalized. As much as possible, the RIDLT will try to accommodate awardee schedules and give plenty of advance notice.

5. Our organization is brand new. Can we still apply?

Yes, you can still apply. Just make the case in your application as to why your organization meets the criteria and would add an important perspective to this work.

- 6. Does the application require a Letter of Good Standing from the Division of Taxation or a Certificate of Good Standing from the Department of State? Those are different and have different costs associated with them.**

There was an error in the original Solicitation. This application requires only a Certificate of Good Standing from the Department of State, NOT a Letter of Good Standing from the Division of Taxation. You may request a Certificate of Good Standing from the RI Department of State here: <https://www.sos.ri.gov/divisions/business-services/order-certificates>. If you cannot get the Certificate in time for the application deadline, you may submit proof of request and submit the Certificate at a later date when you receive it.

- 7. What will those 8 working meetings look like?**

There is no set agenda for the working meetings, as the agenda and format will depend on what needs to be discussed. We anticipate that the meetings will be a combination of large group discussion, small group discussion, and working sessions reviewing and analyzing RIDLT policies or programs.

- 8. If our spokesperson needs support, can we send two people to represent our organization at those meetings? Or if a spokesperson cannot attend a meeting for whatever reason, can we send an alternate?**

If a spokesperson needs support from an additional person, we can make those accommodations (and any other accommodations) on a case-by-case basis. We also understand that people's schedules may vary, so if an organization needs to send an alternate to one or more meetings, we can accommodate that on a case-by-case basis as well. If this is the case for your organization, please expand on that in Question #5.

- 9. Where can I access the presentation used in the Information Session?**

You can download the presentation slides on our website: <https://dlt.ri.gov/office-community-engagement>

- 10. Can organizations apply if they do not attend an Information Session?**

Absolutely! Attending an information session is totally optional.

- 11. What do you estimate will be the commitment for "related work in between meetings" referenced on page 4 of the RFP?**

The related work expected in between the required meetings should be minimal, but could include reviewing DLT policies or program descriptions, or preparing ideas or survey questions for a future meeting. Please note that this work will be in addition to the other deliverables such as implementing focus groups, disseminating surveys, and outreach activities, which will also happen in between meetings.

- 12. How will the DLT determine "effectiveness as convener and spokesperson" referenced on page 8 of the RFP?**

Evaluators will be asked to determine from an application whether the applicant can successfully convene their community and collect meaningful feedback on barriers and needs; and how

effectively they can engage in outreach and education to their community. Applicants should point to specific examples of success in these areas to make that case.

13. What is the timeframe of this grant / what is the project period?

The award period for each Community Engagement Partner will be one year, with the opportunity to renew for a second year. Depending on exactly when the grant is announced and contracts start, the duration will be one year from that start date (most likely March 2023-March 2024); right now the RIDLT does not have exact dates for the project period.

14. Do applicants have to submit a budget as part of the application package?

No. Each grantee will receive the same amount of funding, so there is no need to submit a budget with your application.

15. We're in the process of getting our organization registered in Rhode Island as an extension of an organization based in another state. Can we still apply, and how would we submit the W-9 and Certificate of Good Standing?

You may still apply. Submit your W-9 for the organization that would be your fiscal agent, and if you are not able to get a Certificate of Good Standing from the Rhode Island Secretary of State's office, submit a letter explaining the circumstances.