

Department of Workforce Services – RCBO Level 2 - 2014

Applicant Questions and Answers

1. What is the due date for the application?

A: Applications must be emailed to tbranin@utah.gov by May 28th, 2014 at 5:00 PM. Not 5:01 PM or later.

2. If the Application Cover Sheet is a PDF, how do you sign at the end?

A: Print, sign, scan and email it to: tbranin@utah.gov.

If you require additional scanning help, please contact:

Danielle Rodriguez

AmeriCorps VISTA, Capacity Building

[720-217-5129](tel:720-217-5129)

danirodriguez@utah.gov

Cubicle is upstairs in DWS Metro

Hours: M-Th 8 - 5

3. Does every board need to do all of the training workshops listed in #8, pg. 10? Is it all or nothing? Will the RSO provide these?

A: Yes the board needs to complete these trainings. The trainings are offered yearly through various resources. The RSO will know when the trainings are offered. If the training has already been completed or there are additional trainings desired, please inform the RSO.

4. Can applicants add something, such as youth activities, to the Work Plan as part of Activity 3?

A: Yes. Youth activities fall under Community Education.

5. So instead of coming up with another unique objective, like youth activities, is it better to follow the activities listed in the Scope of Work?

A: No. Your organization may use the Scope of Work Activities for Work Plan objectives or create new objectives. You know your individual community's needs and should base your objectives on these needs. We welcome new and unique ideas.

6. Do we need to attach all the documents on pg. 23 that we said "YES" to with the grant application?

A: Yes, scan and email them with your application to: tbranin@utah.gov. Follow the checklist on page 7 to ensure you do not miss anything.

7. We had an issue with mileage. We find it cumbersome to track the mileage. Typically, in the past, we ask permission to allocate it to some other purpose. Can we allocate it otherwise?

A: Yes, ONLY with prior authorization from the RSO. The money must be allocated to the program and not to honorariums. Mileage cannot be something like \$20/week, it has to be based off actual miles travelled (odometer readings, google maps, etc.)

8. Are fingerprint background checks more expensive?

A: Yes, background checks range from \$15-40.

9. Are the background checks required before the application is turned in?

A: No – background checks are not due until after the grant agreement is signed. A background check is required for anyone who works with your community and must be done before they start working with your community members. Background checks need to be done on a yearly basis. The original background check should be kept in the personnel file.

10. How do you save the information typed into the form?

A: Open the PDF, save it to your computer using the save icon in the bottom right hand corner. Then type in your information, save the form again. Attach the completed form in your email submission.

11. When a PDF form is completely filled out, does it get electronically submitted?

A: No. You must save a copy of your PDF form by doing the following:

Save with the save icon (bottom right hand corner)

Complete the fillable boxes

Save the completed form

Print the completed form

Have an authorized person sign where appropriate

Then scan into a PDF

Email the signed, scanned form to: tbranin@utah.gov

Additional clarification:

Honorarium:

You can divide up the \$7200 among 1 - 5 officers', however the board sees fit.