

# WIPA FAQ #4

## (Questions 92-102)

March 12, 2015

**92. Question:** In the Map Descriptions for Virginia, it lists the City of Newport News in Service Area 2, but in the Appendix A it lists Newport News in the Virginia Service Area 1. Looking on the map of Virginia it looks like service area 25-Newport News is in Service Area 2.

**Response:**

Newport News is part of proposed Service Area 1.

**93. Question:** Can the total amount of an award up to \$300,000 be subcontracted out to a qualified agency as long as justification is given. Will SSA consider awarding a partial amount of an agency's total proposal? Can an agency put in a proposal for \$275,000 on its own and be listed as a subcontractor on another proposal for \$150,000 recognizing that the maximum amount actually awarded to the agency would only be up to \$300,000?

**Response:**

These are two separate questions, so we will address them one at a time. The answer to the first question is yes. The total amount of the award may be subcontracted out as long as the primary agency provides a justification. The answer to the second question is also yes, but \$300,000 is the maximum amount of WIPA funding an organization may receive.

**94. Question:** If a CWIC's 40% in the RFA can be across several funding streams per Q&A #16, can a Director's 25% also be across several funding streams?

**Response:** Yes.

A project director's time may be paid using multiple funding streams, as long as at least 25% of the director's time is spent supervising WIPA staff and performing other project director duties.

**95. Question:** Page 36 #3, Quality of Staff of the RFA states: "...The labor mix of the proposed staff, and how well the level and balance of effort fits with the priorities of the cooperative agreement. This will include the number of hours required to accomplish the various aspects of work effort, descriptions of the labor categories, and a complete staffing chart by task and subtask indicating who will be performing in what capacity, number of hours, etc." If each CWIC is fully funded under the WIPA grant and they are assigned specific counties, thus performing all tasks required of a CWIC, could I just state that? If yes, do I still need to offer a full breakdown of the labor categories, tasks and sub-tasks?

**Response:** Yes

You can just state that 100% of the CWIC staff's time is funded with WIPA dollars. Be advised that you do need to specify how many work hours per week constitute full time employment, according to your organization's policies. No, you do not need to provide a complete breakdown of the labor categories, tasks and sub tasks.

**96. Question:** May a project director also provide CWIC services? Example: A staff member provides project director oversight and supervision 25% of the time and spends 75% of the time providing direct services as a CWIC.

**Response:** Yes

**97. Question:** We are a current WIPA and have not done projects other than our contracted duties as a WIPA. Please clarify what information we should provide on "recent or current projects with brief summary, contact person and references."

**Response:**

If you supplement your WIPA project with funds from another source, such as your state vocational rehabilitation agency, provide a summary of your accomplishments using those funds and contact information for the funder who can discuss your accomplishments. If WIPA funds are the only funding source for your project, provide information on your project's accomplishments and include contact information for a community partner who can discuss your accomplishments and their satisfaction with your services.

**98. Question:** I am the Project Coordinator for our current WIPA project and for our Employment Network. We have different staff providing WIPA services from those providing EN services, I am responsible for managing the programs, participating in conference calls and training and I do the reports for both projects. I do not provide direct services to beneficiaries in either of the projects and would not provide any direct services in the future. With the new WIPA project, should we be funded, will I be able to continue to be the Project Coordinator for each of the projects at the same time? We understand that we will need to provide information regarding our Firewall between the two projects and are prepared to do so. Any guidance you can provide would be appreciated.

**Response:**

It depends on whether or not you supervise employment network and WIPA direct service staff. The two programs must have different direct supervisors. As stated in earlier FAQs, we will make these determinations after the awards on a case-by-case basis.

**99. Question:** In the Budget Narrative, when we describe “Other Support”, should we list only other support that funds our work incentives counseling services, or all other support that funds the staff, even if some of the staff person’s activities are not devoted to our work incentives service?

**Response:**

The level of effort for any individual cannot exceed 100% of a 1.00 Full-Time Equivalent. Please list all support including other non-Federal support that your organization uses to fund each position at 1.00 FTE regardless of activity.

**100. Question:** If an applicant organization is a university or state government that receives a significant amount of federal grants, is it necessary to provide the information requested in Question 4 of the Risk Assessment Form for each and every federal grant issued to the university or state government?

**Response:** No

Provide only the information for federal awards that are issued to the specific department that is applying for the WIPA funds.

**101. Question:** Can you explain what you mean by cost share?

**Response:**

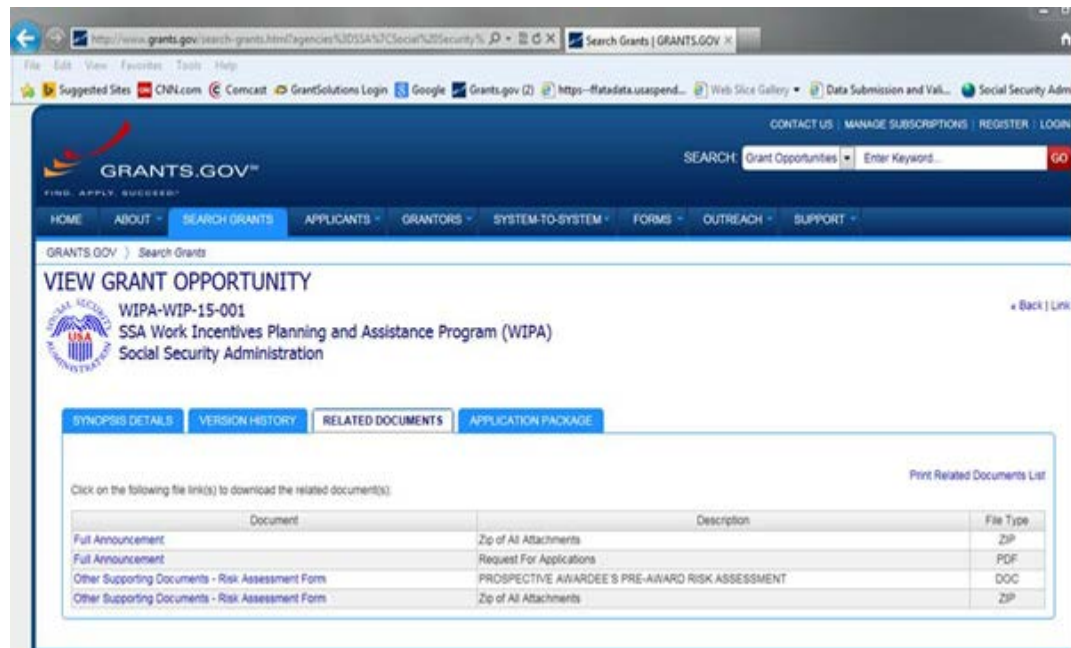
Cost share is the non-federal match that is included as part of the Total Project Costs for a program. Each potential grantee is required to contribute towards the costs of the WIPA. This match must come from non-federal resources. Guidance for calculating the 5% requirement for the WIPA grant can be found on page 24 of the Request For Applications.

For more details regarding allowable Cost Sharing, see the OMB Regulations: [2 CFR 200.306-Cost Sharing or matching](#)

**102. Question:** Where can I find the Risk Assessment Form on Grants.gov?

**Response:**

When you click on the link for the WIPA Announcement, there are 4 tabs in the middle of the screen: Synopsis Details, Version History, Related Documents, and Application Package. The Risk Assessment Form is located under the “Related Documents” tab.



The screenshot shows the Grants.gov website interface. The main heading is "VIEW GRANT OPPORTUNITY" for "WIPA-WIP-15-001 SSA Work Incentives Planning and Assistance Program (WIPA) Social Security Administration". Below this, there are four tabs: "SYNOPSIS DETAILS", "VERSION HISTORY", "RELATED DOCUMENTS" (which is selected), and "APPLICATION PACKAGE". Under the "RELATED DOCUMENTS" tab, there is a table titled "Print Related Documents List" with the following data:

Document	Description	File Type
Full Announcement	Zip of All Attachments	ZIP
Full Announcement	Request For Applications	PDF
Other Supporting Documents - Risk Assessment Form	PROSPECTIVE AWARDEE'S PRE-AWARD RISK ASSESSMENT	DOC
Other Supporting Documents - Risk Assessment Form	Zip of All Attachments	ZIP