New York State Department of Labor
Job-Driven National Emergency Grant
Request for Applications # V-14

Issue Date: June 2, 2015
Submission Deadline: May 31, 2016, 4:00 PM Eastern Time

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I. Introduction

A. Purpose

The New York State Department of Labor (NYSDOL) is making up to $4.4 million in funding available under the Job-Driven National Emergency Grant (JD-NEG) Request for Applications (RFA). The purpose of this RFA is to solicit projects providing work-based training to dislocated workers, with emphasis on long-term unemployed, unemployment beneficiaries likely to exhaust benefits, and foreign-trained immigrant worker populations. These projects will empower participants to re-connect to the workforce and obtain employment.

The RFA will support the following types of work-based training, which are further defined in Section III (A):

1. On-the-Job Training (OJT);
2. Registered Apprenticeships; and
3. Customized Training

Applicants may apply for funding to provide any or all of the types of training listed above. Each application will be reviewed, scored and awarded based on its own merits, rather than on a competitive basis. The number of JD-NEG applications awarded will depend on the number and quality of applications received and how those applications fit into NYSDOL’s approved plan of service.

B. Background

National Emergency Grants (NEGs) are awarded by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA) under the Workforce Investment Act (WIA) to provide employment-related services for dislocated workers in industries with strong labor demand. USDOL/ETA recognizes that widespread layoffs combined with the high numbers of long-term unemployed workers has a significant impact on the workforce investment system’s ability to provide crucial training services to improve laid-off workers’ employment prospects. Additionally, many businesses are reporting difficulty in finding and hiring workers with the right skills for jobs they need to fill. Therefore, USDOL/ETA made $150 million available on a competitive basis for JD-NEGs. The funds awarded to NYSDOL are being released through this RFA to serve eligible participants statewide.

C. Applicant Eligibility
Eligible applicants include private sector for-profit businesses, private not-for-profit businesses, local workforce investment boards, and training providers which:

- Have two or more employees (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion); and
- Are in good standing regarding: Unemployment Insurance; Worker Adjustment and Retraining Notification Act (WARN); Public Works; Labor Standards; Safety and Health; NYS Department of State Division of Corporations; Workers Compensation Insurance; and Disability Insurance.

Unincorporated Workforce Investment Boards (WIBs) interested in applying must designate the local area’s WIA Grant Recipient or Fiscal Agent as the official grantee for any award under this offering. WIBs/One-Stop Operators should not deliver training directly with these WIA funds.

If Federal NEG funding becomes limited prior to the closing date of this RFA, the program will be suspended with adequate notice in the New York State Contract Reporter and also posted on NYSDOL’s Funding Opportunity page. Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new Request for Proposals would be issued outlining a competitive award process.

An applicant and its components are only eligible for one award under this grant solicitation, not one per location, and are subject as a whole to the funding limitations described in the RFA. If separate operations or locations of an eligible applicant want to apply separately, they may do so only if they have different Federal Employer Identification Numbers (FEINs). However, NYSDOL will also have to confirm that all such branches, locations and companies are not part of a greater whole. Applicants that receive an award under this program and successfully complete the training as specified in the contract and fully expend the awarded funds may apply again, if funding and time remain.

In keeping with the Governor’s promise to reform the State’s grant contracting process, New York State has established a standardized statewide grant contracting system called the Grants Gateway, which is designed to facilitate prompt contracting.

- **All** for-profit entities are required to register in this system in order to be able to enter into a contract with New York State. For-profit entities must log-in to the Grants Gateway website at [https://grantsgateway.ny.gov](https://grantsgateway.ny.gov) and follow the instructions to complete the registration.

- **All** not-for-profit organizations must also register with the system and must take the additional step of prequalifying by completing a basic profile and storing organizational documents. **Both registration and prequalification must be completed by not-for-profit organizations before the application is submitted. Failure to do so will mean that their applications will not be reviewed.** Not-for-profit organizations will be able to submit their responses online, and, once reviewed and approved by a state agency prequalification specialist, the not-for-profit organization will be able to apply for grants, and all information will be stored in a virtual, secured vault. Not-for-profit organizations will only have to prequalify once every three years, with responsibility to keep their information current throughout the three year period.

For additional information on registration and prequalification, please log on to the Grants Gateway website at [https://grantsgateway.ny.gov](https://grantsgateway.ny.gov) and see Attachment 17 of this RFA.

**D. Participant Eligibility**
Eligible participants are individuals enrolled in the Dislocated Worker program at a New York State Career Center. These individuals must be dislocated workers, with priority in scoring given to those dislocated workers who are long-term unemployed, Unemployment Insurance recipients who have been determined to be likely to exhaust their benefits, or Foreign-trained immigrant workers who qualify as dislocated workers and have faced barriers to obtaining employment in their trained field or profession.

A “dislocated worker” is any of the following:

- An individual who has been terminated, laid off, or who has received notice of termination or layoff, and is unlikely to return to a previous industry or occupation;
- An individual who has been terminated or laid off, or has received notice of termination or layoff as a result of any permanent closure of or substantial layoff at a plant, facility, or enterprise;
- An individual who was self-employed, but is unemployed as a result of general economic conditions or because of natural disasters;
- An individual who is a displaced homemaker (an individual who has been dependent on the income of another family member, but is no longer supported by that income; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment); or
- Is the spouse of a member of the Armed Forces on active duty and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member.

For the full definition of dislocated worker, see Attachment 3 of this RFA.

“Long-term unemployed” is defined as an individual who has been unemployed for at least 27 weeks in aggregate since the recession of December 2007 – June 2009. This includes individuals who have lost their jobs during the recent recession, and:

- Have exhausted their unemployment benefits; or
- Have not yet reconnected with a job that provides comparable responsibility and pay (underemployment); or
- Who are working part-time job(s) when they want a full-time job; or
- Who have become discouraged and have stopped looking for a job.

Please note that veterans who are also dislocated workers must be given priority for training under the JD-NEG RFA.

Dislocated workers who are not Unemployment Insurance recipients or exhaustees may self-attest to their eligibility by providing the date of their qualifying job loss in a signed statement.

E. Partnering with Career Centers

Individuals served under this RFA must be enrolled in a Dislocated Worker program and registered with New York State’s Career Centers in order to ensure that they receive reemployment and other services as needed. These services must include an initial assessment and may include job search tips and assistance, cover letter and resume writing, interview skills, mock interviews, search guides, Job Zone, referral for social services, ex-offender programs, immigrant worker programs, assistance to persons
with disabilities, and other supports. Services such as assessment, career guidance, job search, job matching, counseling and supportive services may also be provided and are designed to help participants throughout the training process and ensure long-term employment post training. The delivery of these services must be coordinated with each dislocated worker’s training schedule to ensure that each individual is fully job ready when training services have been completed.

F. Significant Industries

Preference in scoring will be made to applicants who propose to train participants for employment in the following significant industries: construction; manufacturing; financial activities; professional and business services (which sell to other businesses); educational services; and health care. These industries were identified as significant because they met at least one of the following criteria: above average job growth between 2010 and 2012, employment of a significant number of workers statewide, projected above average growth for the period 2008 to 2018, or payment of an above average wage in 2011.

G. Funding

Up to $4.4 million is available for awards under this RFA. Award amounts will not exceed $100,000. Applicants that receive an award under the JD-NEG program (under RFA V-01 and/or RFA V-14) and successfully complete the training as specified in the contract and fully expend the awarded funds may apply again, if sufficient funding and time remain.

Applications that request more than $100,000 will be reviewed and scored by NYSDOL. If the application is awardable, NYSDOL will negotiate with the applicant during contract development to reduce project funding and scope to fit within the $100,000 cap. Applications unable to remain viable with the reduced funding will not proceed to contact execution. Therefore, it is highly recommended that applicants keep the cost and scope of applications within the $100,000 award cap.

If the applicant reduces the number of individuals to be trained at any time prior to or after an award is issued, the requested level of funding will be proportionately reduced.

NYDOL has established a wage reimbursement cap policy for the JD-NEG. The reimbursement level to a business may not exceed a percentage (50%, 75% or 90%, depending upon the business’ number of employees) of the state’s average wage rate. New York’s average wage rate (per USDOL’s Bureau of Labor Statistics – [http://www.bls.gov/oes/current/oes_ny.htm](http://www.bls.gov/oes/current/oes_ny.htm)) is $26.24. Businesses may elect to pay participants more than the state average wage but will not be reimbursed beyond the capped level.

- If the hourly wage of the trainee is less than New York’s average wage rate of $26.24, the hourly reimbursement rate is calculated by multiplying the hourly wage rate times the reimbursement percentage. For example the wage reimbursement rate to a business for a trainee making $15 per hour would be $7.50 (50% of $15), $11.25 (75% of $15) or $13.50 (90% of $15) depending upon the business’ number of employees [see Section III (A) of this RFA].

- If the hourly wage rate of the trainee equals or exceeds New York’s average wage rate of $26.24, the hourly reimbursement rate must be calculated using the $26.24 capped rate. For example the wage reimbursement cap to a business for a trainee making $29 per hour would be $13.12 (50% of $26.24), $19.68 (75% of $26.24) or $23.61 (90% of $26.24) depending upon the business’ number of employees [see Section III (A) of this RFA].

H. Contracts
Contracts will be awarded for a period of up to one year. Applicants must include only those training needs that can be reasonably accomplished within a one-year time period. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL’s discretion. The length of the extension is dependent on the original contract duration; however, the length of the contract plus the extension cannot exceed a total of fifteen months. Further, contracts may not be extended past June 30, 2016, unless USDOL/ETA offers and grants NYSDOL an extension of the grant. In the absence of any extension, all awarded funds must be fully expended by June 30, 2016.

Funds cannot be used for administrative costs on the part of the contractor.

Contracts will be paid on a reimbursable payment basis, meaning that a grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Award grantees will be required to provide reports at intervals specified by NYSDOL. In addition, USDOL/ETA may conduct an independent evaluation of the outcomes and benefits of JD-NEGs. By accepting a JD-NEG award under this RFA, the applicant agrees to participate in any such evaluation.

I. Additional NYSDOL Responsibilities

NYSDOL will oversee implementation of the contract(s) resulting from this RFA, including regular monitoring of implementation and performance of the contract(s). Funding for activities outlined in this RFA are Federal funds and subject to State and Federal legislative appropriation.

II. Process for Application Submission

A. Questions Concerning This RFA

Applicants may submit questions via electronic mail (WDTD.Onestop@labor.ny.gov). Questions regarding this RFA will be accepted on an ongoing basis. The deadline for submitting questions is May 31, 2016. No telephone inquiries will be accepted. All inquiries should include the following reference in the Subject line: “JD-NEG Question”. Answers to all questions will be posted on NYSDOL’s web site (http://labor.ny.gov/businessservices/funding.shtm) on an ongoing basis.

B. Application Forwarding Instructions

- The application and its required attachments must be received by NYSDOL no later than 4:00 PM Eastern Time on May 31, 2016. Any application or unsolicited amendments to applications received after the due date and time will not be considered in the review process. No faxed or emailed documents will be accepted. Submit five sets of the entire application and required attachments, at least one of which with original signatures, to:

  Andrew Gehr, Workforce Programs Specialist  
  New York State Department of Labor  
  Division of Employment and Workforce Solutions  
  State Office Campus  
  Building 12, Room 440  
  Albany, New York 12240  
  Attention: JD-NEG RFA # V-14

  No faxed or e-mailed documents will be accepted. NYSDOL takes no responsibility for any third party (e.g., U.S. Post Office, Federal Express, UPS, couriers) error in the delivery of applications.
• Application narratives (Attachment 1) should not exceed 15 pages. Required attachments (see list below and Section VII of this RFA), supporting documents, minimum requirements, and the cost proposal/budget (Attachment 2) are not included in this limit. All text should use a 12-point font. All pages should be numbered.

• The application should be transmitted in a sealed envelope with the title of the RFA, and the applicant’s name and address clearly displayed on the exterior of the package.

• Required application attachments are listed below.
  o Vendor Responsibility – Applicant Questionnaire (Attachment 4).
  o Federal and State Certifications (Attachment 5).
  o Notice to Individuals Submitting Applications (Attachment 6).
  o Equal Employment Opportunity Staffing Plan (Attachment 7).
  o Minority and Women Owned Business Enterprises (MWBE) Utilization Plan (Attachment 8). The MWBE Utilization Plan should list the MWBEs the Contractor intends to use to fulfill the contract should the proposed application be awarded. If the applicant organization will not use subcontractors or suppliers to fulfill services, or will be unable to meet the MWBE Goals, it must notify NYSDOL. To do this, it must still submit the completed and signed MWBE Utilization plan with the organization’s information (name, address, FEIN, etc).
  o Application for Waiver of MWBE Participation Goal (Attachment 9). If the applicant will not use subcontractors or suppliers to fulfill services, or will be unable to meet the MWBE Goals, then it must submit the Application for Waiver of MWBE Participation Goal.

C. RFA Timetable

• RFA Release Date – June 2, 2015
• Deadline Date for Questions -- May 20, 2016
• Final Date for Responses to Questions - May 24, 2016
• Application Due Date – May 31, 2016, 4:00 PM Eastern Time
• Projected Notification of Awards – Ongoing
• Latest Possible Contract End Date - June 30, 2016 (in the absence of any USDOL/ETA extensions)

D. Additional Information

All of the fields in the application document must be completed.

NYSDOL reserves the right to request additional information from applicants during the scoring process if project or budget information provided is unclear. Applicants that fail to respond to these requests during the time allotted may be eliminated from funding consideration.

Successful applicants will be contacted by NYSDOL contract development staff. Applicants who receive an award must be prepared to enter into contract negotiations immediately, and begin training upon execution of the contract.
NYSDOL reserves the right to rescind the award of any grantee that is unable or unwilling to begin conducting their training activities immediately following contract execution.

Eligible applicants may speak with a Career Center Business Services Representative (BSR) for technical assistance or support during the development of the application. BSRs can be reached by contacting the local Career Center (please see the list of Career Centers on NYSDOL’s web site: http://labor.ny.gov/workforcenypartners/osview.asp).

Applicants must comply with the Combined Terms and Conditions (Attachment 13), which will be incorporated into the Master Contract of successful applicants.

The WIA funds supporting this initiative are subject to the following Federal Executive Orders.

- Executive Order 13333 – This contract may be terminated without penalty, if the contractor or any subcontractor (i) engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect, or (ii) uses forced labor in the performance of the grant, contract, or cooperative agreement.” (22 U.S.C. § 7104(g))

- Executive Order 13513 – Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Sub-recipients. Contractors, subcontractors, and recipients and sub-recipients are encouraged to adopt and enforce policies that ban text messaging while driving a vehicle when performing official Government business or work on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order.

III. Program Description

A. Use of Funds.

Permissible activities under this RFA are listed below.

- On-the-Job Training (OJT). Training by an employer that is provided to a paid participant while engaged in productive work in a job that:
  - Provides transferable knowledge or skills essential to the full and adequate performance of the job;
  - Provides reimbursement to the employer of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training of 1) up to 90% for businesses with 50 or fewer employees 2) up to 75% for businesses with 51 – 250 employees and 3) up to 50% (current statutory requirement) for businesses with 251 or more employees; and
  - Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Please note that OJT opportunities and customized training (see below) must be provided under a contract with an employer in the private sector. In addition, credential attainment is not required to be a part of OJT; however, grant recipients are strongly encouraged to prioritize OJT opportunities that also include a formal training component that leads to a credential.
Also note that the training that is provided under OJT is to participants who have been hired by the business. There should be a commitment by the business to retain the individual upon successful completion of the training.

- Registered Apprenticeship. Apprenticeship training is the process of learning a skilled occupation through paid on-the-job training under the guidance of experienced journey workers and related classroom training. The length of training varies from one to six years, depending on the occupation. There is a written contract between the apprentice and the employer that acknowledges their shared commitment to the training process. This agreement is approved and registered by NYSDOL. Please note that any funding awarded under the JD-NEG RFA can only cover the portion of the apprenticeship training that takes place during the contract period.

- Customized Training. This option encompasses training:
  - That is designed to meet the special requirements of an employer or a group of employers;
  - That is conducted with a commitment by the employer to employ an individual on successful completion of the training; and
  - For which the employer pays: 1) no less than 10% match for businesses with 50 or fewer employees, 2) no less than 25% match for businesses with 51 – 250 employees, and 3) no less than 50% match for businesses with 251 or more employees. Match is defined as additional non-Federal and non-State resources that the employer spends on the training.

Project operators must coordinate training with other WIA activities to provide participants with the reemployment services that are necessary components of job readiness, including, but not limited to, job search assistance, resume writing, mock interviews, and other supports necessary to help training participants obtain employment. Training for incumbent (employed) workers is not an allowable use of JD-NEG funds.

IV. Application Requirements

In order for an application to be considered, the applicant must meet the eligibility criteria outlined in RFA Section I (C), and include all the documents required in Section II (B) of the RFA.

The application consists of two parts – a technical section and a budget section, as described below.

A. Technical Section

1. Minimum Requirements

In order to qualify for funding consideration, applicants must meet the minimum requirements listed in Section V (B) (1) of this RFA. Applications that fail to meet these minimum requirements will result in an automatic rejection of the application, and scoring will not proceed.

2. Program Design

The application must describe, identify and document the training, outreach, long-term unemployed individuals served, reemployment services, occupational titles and high-demand industries as described in Section V (B) (2) of this RFA.
B. Budget Section

Requested funding must be directly related to the delivery of the training program. If costs of the proposed training program are shared, the application must identify the other funding source(s) and explain the methodology used to allocate costs among funding sources. All proposed expenditures must be reasonable, necessary, and clearly related to the purposes and activities of the project as described in the Technical Proposal (Attachment 1).

There is a cap per trainee for each type of training allowed under this RFA as follows:

- On-the-Job Training - $7,900
- Apprenticeship Training - $3,000
- Customized Training - $2,500

If the training proposed by the applicant exceeds the caps set above, the applicant must pay the difference. Note that this is a cap per trainee, not an average cost per trainee.

1. Allowable Costs

- On-the-Job Training (OJT) - Reimbursement of between 50% and 90% (depending on business size) of the trainee’s wages (excluding fringe benefits) for the periods during which they are being trained.
- Registered Apprenticeship - Reimbursement of up to 50% of the trainee’s wages (excluding fringe benefits) for the periods during which they are being trained on-the-job, and reimbursement of the costs of related classroom instruction.
- Customized Training – Reimbursement of between 50% and 90% of the costs of an institution of higher education, or other eligible trainer to provide classroom training in high-demand occupations to multiple individuals. These costs may include tuition, textbooks or training materials directly associated with the training, distance learning fees (i.e., the fee for the training slot and software that is required to deliver the program of training), exam fees, and certification fees.

2. Restrictions on the use of funds

The JD-NEG will only pay for the costs listed above. It will not pay for any of the following items.

- Indirect costs (a cost or expense that cannot be directly traced to the proposed project).
- The acquisition, construction, or renovation of buildings or other real estate.
- The purchase of any equipment or operational software.
- Any administrative costs on the part of the contractor that are associated with this project.
- Support services such as child care, transportation, lodging, and meals for the trainees (any supportive services provided must be funded through the local Career Center).
- Transportation, lodging, and meal costs for trainers.
- Advertising.
- Entertainment.
- Interest costs incurred by provider agencies.
- Costs of organized fund raising.
- Sales training.
- Human resources training.
- Conferences and seminars.
- Stand-alone remedial training.
- Incumbent worker training.
- Basic safety training, sexual harassment training, diversity training, orientation training (the provision of these types of training are each business’s responsibility and a normal cost of doing business).
- Start-up costs, curriculum development, and assessment costs on the part of the contractor.
- Registration fees.
- Payment of fees associated with attendance at seminars, conferences, or meetings of professional organizations.
- Training required as part of a Federal, State or local government mandate.
- Purchase of videos.
- Any other costs deemed inappropriate by NYSDOL, such as training that does not result in a transferable skill, activities that are determined to be business consulting rather than training (e.g. coaching, follow-up, reinforcement, etc.), and any costs that do not meet the intent of the RFA.

C. General Requirements

All applications and accompanying documentation will become the property of the State of New York and will not be returned. The content of each application will be held in strict confidence during the evaluation process, and no details of the application will be discussed outside of the evaluation process. The successful application and portions of the RFA deemed applicable by NYSDOL will be made part of the contract; therefore, an official authorized to commit the applicant to a contract with NYSDOL must sign the application documents.

D. Buy American Requirements

Bidders should be aware of the requirements of the Workforce Innovation and Opportunity Act (WIOA), Section 502 which provides that none of the funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with the Buy American Act (41 U.S.C. sections 8301 through 8303). It is the sense of Congress that entities receiving assistance should, in expending the assistance, purchase only American-made equipment and products. See WIOA, Section 502 – Buy American Requirements set forth as Attachment 15 to this RFA.

V. Selection Process and Criteria

A. Evaluation of Applications

A complete application (including the budget) must be submitted so that NYSDOL can conduct a full and proper evaluation. Failure to answer all questions on the application will jeopardize the applicant’s potential for funding.
NYSDOL will first make an initial eligibility determination on each application received. Applications deemed eligible will be scored based on further review and evaluation. Application scores will consist of 80% on technical merit and 20% on cost. Scoring of technical merit will award points based on a “strong”, “moderate”, “weak” or “not addressed” scale; or “criteria met” or “criteria not met” scale, depending on the evaluation category.

NYSDOL reserves the right to make no awards.

It is important to note that:

- Incomplete applications will be disqualified;
- Ineligible applicants will be disqualified before completing a review;
- All applicants that are determined not to be responsive or responsible will be disqualified after completing a review;
- Applications that fail to meet requirements may be disqualified after completing a full review; and
- NYSDOL reviews will result in a final score.

B. Evaluation Criteria

The Evaluation Criteria has three parts: the Minimum Requirements; the Program Design; and the Program Cost. Each is described below.

1. Minimum Requirements

No points will be awarded for this section of the application. Failure to meet minimum requirements will result in an automatic rejection of the application, and scoring will not proceed.

Minimum requirements require the applicant to attest to each of the following.

a. It is a private sector for-profit or not-for-profit business, training provider, or local workforce investment boards with two or more employees (principals of corporations and owners of businesses such as sole proprietors or partners are not considered to be employees for this criterion).

b. None of the funds being requested under this application will be used in the relocation of employment from facilities in other locations which will result in an employee losing his or her job at the original location.

c. No consultant has written or contributed wording to the application or solicited the applicant, as their customer, to apply for these monies.

d. They will comply with New York State labor law and Federal law for the protection of workers.

e. If awarded, job openings that occur during the contract period will be listed with the NYSDOL Job Bank. To place a job order go to: [http://www.labor.ny.gov/businessservices/services/perm.shtm](http://www.labor.ny.gov/businessservices/services/perm.shtm)

2. Program Design - up to 80 points as detailed below

The application must fully describe, identify and document:
a. The types of training to be offered, a full description of each type of training, and the number of trainees for each type (15 points);

b. The outreach, systems, processes, and partners that will be used to identify eligible dislocated workers, including long-term unemployed, unemployment beneficiaries likely to exhaust benefits, and foreign-trained immigrant worker populations, to be enrolled in the proposed JD-NEG (15 points);

c. The percentage of the dislocated workers to be served who will be long-term unemployed [as defined in Section I (D) of this RFA], profiled as likely to exhaust their Unemployment Insurance benefits, and/or foreign-trained immigrant worker populations (10 points). Percentages of 10% to 25% = 2.5 points; 25.01% to 50% = 5 points; 50.01% to 75% = 7.5 points; 75.01% and up = 10 points;

d. How the proposed JD-NEG will be coordinated with reemployment services (such as job search assistance, resume writing, mock interviews, veterans services, etc.) that are particularly relevant for helping the dislocated workers become job ready and reconnect to the labor market (15 points);

e. The project-related occupational titles that have unfilled openings and/or projected hiring in the local economy, the training and/or credentials that are needed for those openings, and the accreditation and/or employer endorsement of the training and/or credentials (15 points); and

f. The high-demand industries for which dislocated workers will be trained. Points in this scoring category will only be awarded for those applicants who target or belong to one or more of the following industries: construction; manufacturing, financial activities; professional and business services which primarily sell to other businesses; educational services; and health care (10 points).

3. Program Cost – up to 20 points

An overall budget for expending the funds and specifics on the costs for each type of training that will be offered (OJT, Apprenticeship and/or Customized Training), must be furnished in Attachment 2.

- Overall Budget: the applicant must provide, for each type of training being proposed, the amount of grant funds being requested, the amount of matching funds and/or in-kind contributions the applicant is making to the cost of the training, and the total amount that the training will cost (5 points).
- Training-specific Budget (15 points).
  - OJT: the budget must provide the job titles of those to be trained, the number of openings for each title, the hourly wage of the trainees, the hours of work per week, the hours of training per week, the number of weeks of training, the percentage of salary to be reimbursed, and the total cost to the grant. Please note that the number of hours of training per week cannot exceed the number of hours of work per week.
  - Apprenticeship Training: the budget must provide the titles of the apprenticeable occupations, the number of trainees, the cost per trainee, and the total cost to the grant.
  - Customized Training: the budget must demonstrate the reasonableness of the costs associated with the training by comparing training costs with two other training providers that show the chosen provider’s costs to be lower or
comparable, or, if less than three bidders were contacted, provides compelling justification for doing so. The training cost comparisons must be among like training courses. Please note that if the selected training provider is not the lowest cost of the three bidders, compelling justification for their selection must be provided. Failure to do so will result in a lower award if reasonableness of cost is provided for some but not all of the proposed training, or no award if not provided for any of the proposed training, even if the application receives an overall passing score.

If the application includes more than one type of training, a cost score will be calculated for each type and then pro-rated based upon its percentage of the overall funding request of the application. For example, if an applicant proposed 50% OJT and 50% Customized Training, and provided all of the required budget information for the OJT, but did not for the Customized Training, the cost score would be 7.5 points (OJT: 15 points x 50% = 7.5 points + Customized: 0 points x 50% = 0 points).

If at any time prior to or after an award is issued the applicant reduces the number of trainees to be served, the funding will be proportionately reduced.

C. Method of Selection

The method of selection will be based on a point system with the technical portion of NYSDOL’s rating criteria at 80% of the total and cost at 20% of the total. Each application will be scored on its individual merit and will not be compared to other applications. Applications must first meet all minimum eligibility requirements. Upon receipt of the application documents NYSDOL staff will score the application. The total score will result in either a passing or failing grade. Eligible applicants whose applications fail to attain a passing grade of 70 points or more will be notified and are eligible to revise their applications and reapply. Applicants whose applications receive a passing grade of 70 points or more will be contacted by our staff to begin the contract development process.

NYSDOL may award a contract for any or all parts of an application and may negotiate contract terms and conditions to meet agency program requirements consistent with the RFA. Any costs that are disallowed will be costs that are not permitted under the requirements of this RFA. All applicants will receive a letter informing them of the decision on their application and successful applicants will be contacted by contract development staff.

As stated above in Section I (C), NYSDOL has set aside sufficient funding to support the estimated demand for this program in the current year; however, if Federal NEG funding becomes limited, if interest is limited as evidenced by lack of response to this RFA, or if there is no longer a valid need for these services, the program will be suspended with adequate notice in the New York State Contract Reporter and also posted on NYSDOL’s Funding Opportunity page. Those applications that are received after the suspension date will not be given funding consideration. Upon review, if NYSDOL decides to continue this program with limited funds, a new Request for Proposals would be issued outlining a competitive award process.

Applicants that receive an award under this program and successfully complete the training as specified in the contract and fully expend the awarded funds may apply again, if funding and time remain.

Applicants that have received an award under NYSDOL’s Dislocated Worker Training National Emergency Grant, Request for Applications #U-30 or U-31, must successfully complete and close that contract before applying for JD-NEG funding under this RFA.
D. Payment

Once a contract has been developed and formally executed, funds will be released on a cost reimbursement basis. A grantee must first pay for incurred expenses and then submit a voucher to NYSDOL for reimbursement. Vouchers must be submitted to NYSDOL on the prescribed forms before payment is made. For cost reimbursements to be approved certain records must be kept and specific documents submitted. The contractor must provide documentation that the training took place. This will include attendance records for each training session to document attendance. They must include the Name of the Trainee, Signature of the Trainee, Title of the Trainee’s Current Position, the Signature of the Trainer, and Date and Hours of Training. Certificates of completion are allowable as attendance support.

Please be advised that training may not begin until after an award is made (i.e., once reviews have been completed, due diligence has been completed, awardees have been determined and award letters have been issued). The earliest start date for any contract resulting from this RFA is the date of the award letter. Any training that begins and/or is paid for prior to the date of the award letter will fall outside the contract period and be ineligible for reimbursement.

Electronic Payments - Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm, by email apunit@osc.state.ny.us, or by telephone at 518-474-4032. The Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

E. Reservation Clauses

- NYSDOL reserves the right to request additional information from submitters during the cost scoring process if project or budget information provided is unclear.

- If at any time prior to or after an award is issued, the applicant reduces the number of trainees to be served, NYSDOL reserves the right to proportionately reduce the funding.

- NYSDOL reserves the right to issue modifications to the RFA. Any modifications will be posted on NYSDOL’s web site.
VI. Attachments

<table>
<thead>
<tr>
<th>Attachment Number</th>
<th>Document Title</th>
<th>Required to be completed and submitted by mail?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical Proposal</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>2</td>
<td>Cost Proposal (Budget)</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Definitions of Terms</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>Vendor Responsibility – Applicant Questionnaire</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>5</td>
<td>Federal and State Certifications</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>6</td>
<td>Notice to Individuals Submitting Applications</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>7</td>
<td>Equal Employment Opportunity Staffing Plan</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>8</td>
<td>Minority and Women-Owned Business Enterprise Utilization Plan</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>9</td>
<td>Application for Waiver of Minority and Women-Owned Business Enterprise Participation Goal</td>
<td>Yes, with original signatures</td>
</tr>
<tr>
<td>10</td>
<td>Other Attachment – Minority and Women-Owned Business Enterprise and Equal Employment Opportunity Participation</td>
<td>No</td>
</tr>
<tr>
<td>11</td>
<td>General Information for Successful Bidders</td>
<td>No</td>
</tr>
<tr>
<td>12</td>
<td>Master Contract</td>
<td>No</td>
</tr>
<tr>
<td>13</td>
<td>Combined Terms and Conditions</td>
<td>No</td>
</tr>
<tr>
<td>14</td>
<td>Workforce Investment Act Regulations Section 671</td>
<td>No</td>
</tr>
<tr>
<td>15</td>
<td>Workforce Investment Act Section 505</td>
<td>No</td>
</tr>
<tr>
<td>16</td>
<td>Workforce Investment Act Regulations Sections 663.595, 663.700, 663.710, 663.715</td>
<td>No</td>
</tr>
<tr>
<td>17</td>
<td>Grants Gateway Prequalification Requirement</td>
<td>No</td>
</tr>
</tbody>
</table>

Note: This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.