

New York State Department of Labor (NYSDOL)

Consolidated Funding Application (CFA)

Questions and Answers Pertaining to the Request for Proposals (RFPs)

(Updated 07/23/18. Round 8. New questions and answers are added weekly and indicated below after each revision date.)

Request for Proposals (RFPs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging into CFA portal at <https://apps.cio.ny.gov/apps/cfa/>.

Use CTRL+Click to jump to these sections in the document:

[GENERAL QUESTIONS](#) ✦ [EXISTING EMPLOYEE TRAINING](#) ✦ [UNEMPLOYED WORKER TRAINING](#)

General Questions

G Q #1) Where is the application?

G A # 1) The Consolidated Funding Applications (CFA) Round 8 Request for Proposals (RFPs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging onto the CFA portal at <https://apps.cio.ny.gov/apps/cfa/>. All proposals must be submitted via the CFA portal. Please find additional details about the proposal submission in Process for Proposal Submission section (IV) of the RFPs.

In addition, all bidders are required to register in the Grants Gateway System and non-profit bidders must also prequalify in the Grants Gateway System before October 1, 2018. Please find more information about the Grants Gateway System in the Contracting Process section (II.E.) of the RFPs.

Pre-recorded webinars on the various CFA programs can be found at <https://regionalcouncils.ny.gov/webinars>.

G Q #2) Would you know if the CFA Grant for this Round still has the lower/mid-level ONET Code requirement?

G A # 2) New York State Department of Labor is offering two funding opportunities in the CFA Round 8 funding program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. Yes. The EET program provides funds to train existing employees in specific occupational skills leading to attainment or retention of middle-skills occupations. As noted in section III.C.1. of the EET RFP, "Bidders must utilize the O*NET to identify middle-skills positions as targeted by this funding opportunity" and "In the Master Training List (Attachment 1), the Bidder must provide the O*NET codes of occupational titles that best match the tasks performed by trainees and the corresponding Job Zone code. Job Zone codes must be 1, 2, or 3."
2. No. The UWT program is not restricted to low or middle-skills occupations.

G Q #3) Please explain what the following means in the definition of occupational skills training course: “Result in attainment of a recognized postsecondary”.

G A # 3)The CFA-EET (page 35) and CFA-UWT (page 38) RFPs include a definition of the recognized postsecondary credential as:

An attestation of qualification or competence issued to an individual by a third party (such as an educational institution or an industry or occupational certifying organization) with the relevant authority or assumed competence to issue such a credential. It does not refer to a certificate of completion for a course. Examples of credentials include:

- Educational certificates (typically for one academic year or less of study);
- Educational degrees, such as an Associates (2 year) or Bachelors (4 year) degree;
- Occupational licenses (typically, but not always, awarded by state government agencies); and
- Industry-recognized or professional association certifications.

The Training and Employment Guidance Letter 10-16 Change 1(TEGL, page 13) includes more detailed definition of the recognized postsecondary definition as:

“A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees for purposes of the VR program as required by section 103(a)(5) of the Rehabilitation Act of 1973, as amended by title IV of WIOA. A recognized postsecondary credential is awarded in recognition of an individual’s attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations.

Certificates awarded by workforce development boards (WDBs) and work readiness certificates are not included in this definition because neither type of certificate is recognized industry-wide, nor documents the measurable technical or industry/occupational skills necessary to gain employment or advancement within an occupation. Likewise, such certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment.”

G Q #4) Concerning the Education/Workforce Development portion of the recently released REDC RFP, are institutions of higher learning considered eligible applicants?

G A # 4)The New York State Department of Labor (NYSDOL) is offering two workforce development funding opportunities in the Consolidated Funding Application (CFA) Round 8

program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. Yes. As noted in section III.A. (Bidder Eligibility) of the **EET** Request for Proposal (RFP), eligible bidders include private not-for-profit businesses, including colleges and universities.
2. Yes. As noted in section III.A. (Bidder Eligibility) of the **UWT** RFP, eligible bidders include public or private not-for-profit training providers, including colleges and universities.

G Q #5) [REVISED 5/18/18] Can grant funds through the Existing Employee or New Hire Programs be used to train government employees, or only private sector employees?

G A # 5) In **CFA Round 8**, government employees are eligible participants in **the New York State Department of Labor's Unemployed Worker Training (UWT) program only**. As stated in in section III.B. (Trainee Eligibility) of the Existing Employee Training (EET) **program Request for Proposal (RFP)**, "Temporary employees, seasonal employees, public (federal, state, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFP." There is no New Hire Training (NHT) program in CFA Round 8.

New Questions as of 5/11/18 start below:

G Q #6) Though immigrants/refugees are not explicitly within your target populations for the RFP, given their LMI status are they eligible as accepted populations?

G A # 6) New York State Department of Labor is offering two funding opportunities in the CFA Round 8 funding program: Existing Employee Training (EET) and Unemployed Worker Training (UWT) and the responses below are based on the specific program:

1. **EET:** Yes, immigrants/refugees may be eligible for training if they are legally able to work in the United States. Per Section III.B. in the RFP, Trainee Eligibility, trainees are eligible if they are existing employees of the Bidder or a consortium of businesses and if they are working: in NYS; in low-skills or middle-skills occupations, defined as occupations with Job Zones 1, 2, or 3; in full-time or part-time positions and have a permanent, year-round attachment to the business; and are employed by the Bidder or consortium business for at least six (6) months prior to the start of the training or are in a cohort of trainees in which the majority of the cohort has been employed by the Bidder for at least six (6) months prior to the start of the training.
2. **UWT:** Yes, immigrants/refugees may be eligible for training if they are legally able to work in the United States. Per Section III.B. in the RFP, Trainee Eligibility, trainees must be unemployed or underemployed workers residing in NYS that are seeking occupational skills training in order to qualify for full-time (35-hours per week or more) or part-time employment or to obtain higher level employment.

G Q #7) We are interested in applying for the Education Workforce Development as part of the NYS Consolidated Funding Application. I was wondering if there is a bidder's conference or webinar that will be part of this process to help provide guidance as needed?

G A # 7) In addition to Regional Workshop Events as indicated at the Regional Economic Development Council Resource Center webpage ([http://regionalcouncils.ny.gov/resources?type\[71\]=71](http://regionalcouncils.ny.gov/resources?type[71]=71)), pre-recorded webinars on the various CFA programs can be found at <https://regionalcouncils.ny.gov/webinars>.

New Questions as of 6/15/18 start below:

G Q #8) Should we be applying to the CFA under EET since the proposed trainees are employed or under UWT as they are underemployed given they work typically between 6 - 10 hours per week?

G A # 8) The decision of which NYSDOL CFA 8.0 funding opportunity to bid for should be based on the Bidder's ability to meet the requirements specific to the funding program. For example, the Existing Employee Trainee (EET) program requires leveraged funding (match requirement) based on the size of the Bidding organization whereas leveraged funding is optional in the Unemployed Worker Training (UWT) program. In addition, UWT training costs are reimbursed based on course tuition rates and EET training cost reimbursement is based on the trainer cost (either outside vendor or in-house training provider).

G Q #9) The MWBE and Veterans forms do not apply to our organization as we are not Veteran owned and are not a MWBE. Do we just ignore the forms or how should this be handled?

G A # 9) No. As detailed in section II.E. (Participation Requirements) of NYSDOL's CFA Request for Proposals, all bidders, requesting more than \$25,000 in funding are required to either submit the utilization plans or waiver of goal requests for both the Minority and Women-Owned Business Enterprise (MWBE) and Service Disabled Veteran Owned Business (SDVOB) goals. A Contractor awarded funds from the CFA funding opportunity must document its good faith efforts to provide meaningful participation by MWBEs and SDVOBs as subcontractors or suppliers in the performance of the contract.

G Q #10) If our organization had an issue with a government agency (i.e. OSHA) that has been mitigated. Do we need to list the issue?

G A # 10) No. Bidders must attest in Question 7361 that the Bidder is, as of October 1, 2018, in good standing regarding: Unemployment Insurance (UI), Worker Adjustment and Retraining Notification Act (WARN), Public Work, Labor Standards, Safety and Health, NYS Department of State Division of Corporations, Workers Compensation Insurance, and Disability Insurance.

G Q #11) We are applying for CFA 8. In the past we have provided: a letter of "Business in Good Standing", a Certificate of Workers Comp Insurance, a Certificate of Disability Insurance, and an Organizational Chart. Are these documents required for the EET Program? If so where do we upload these documents?

G A # 11) These documents are not required as part of the RFP submission through the CFA Portal. The documents that are required to be submitted in response to the RFP are listed on pages 39-40 VIII Attachments by CFA Portal Question Number. Also please note the Grants Gateway registration and NFP prequalification requirements, which are due by October 1, 2018 as outlined on page 9 in II. Award Information E. Contracting Process. Once awards are made in the fall of 2018 and contract development begins, additional documentation requirements will be communicated to you.

New Questions as of 6/22/18 start below:

G Q #12) For either the Existing Employee Training Program or the Unemployed Worker Training Program, may we submit a proposal for a program or programs that we are already

administering, and plan to continue to provide in the future? The request would not be for reimbursement for past programs, but for programs going forward.

G A # 12) Yes. As noted in Questions 7414, 7417, 7419, and 6498 of the CFA 8.0 RFPs, points will be awarded based on the prior success of established occupational skills training programs. These established programs can be similar or the same as the occupational training program being proposed in the Bidder's request for funding.

G Q #13) What would the timing be for starting and ending the program(s), should they be funded?

G A # 13) The date of an award letter is the earliest date for awardees to begin training. Any costs incurred prior to the date of the award letter will not be reimbursed. Reimbursements of training costs can only commence upon execution of a contract. The term of the contract will be defined in the Master Contract (Attachment 13), but is expected to begin following award announcements at the REDC's Award Ceremony, which is anticipated to occur in the fall of 2018. Many prior awardees have waited until the contract is signed to ensure all expenses are reimbursed. Bidders may want to propose trainings that will be provided in the new year.

G Q #14) Is there a ceiling (latest date) on when all training must be completed...that is, for example, by December 2019?

G A # 14) Contracts must have term start dates within 6 months of the award date, and the term can run for up to 12 months thereafter, with the possibility of an extension of an additional 3 months to complete the training if justified. Typically, the CFA awards are made in December and thus the latest term start date for a contract is six months later in the following June. For example, if a contract starts on June 1, 2019 the 12-month contract term would end May 31, 2020 and the 3-month extension if justified would end August 31, 2020. All training activities funded by the contract must begin during the contract term and no training activities that occur after the contract term can be reimbursed.

New Questions as of 6/29/18 start below:

G Q #15) The following CFA 8.0 forms have missing field in the pdfs: MWBE Utilization Plan (MWBE 100); Application for Waiver of MWBE Participation Goal (MWBE 101); and Application for Waiver of SDVOB Participation Goal (SDVOB 200).

G A # 15) Thank you for bringing to NYSDOL's CFA 8.0 Team's attention the missing fields in the CFA 8.0 attachments. Revisions have been made to the following attachments: Attachment 20-21 – MWBE Utilization Plan; Attachment 21-22 – Application for MWBE Waiver; and Attachment 26-27 – Application for SDVOB Waiver. These revised attachments can be found following the specific attachment links indicated in the CFA Portal questions (Q_7401, Q_7402, and Q_7408) or directly at the NYSDOL CFA webpage (<https://labor.ny.gov/CFA/index.shtm>).

G Q #16) If an organization is utilizing in-house trainers, how will they demonstrate compliance with MWBE requirements? Should the Bidder complete an application for an MWBE waiver?

G A # 16) As indicated in section II.H.1.a (Business Participation Opportunities for MWBEs) of the UWT RFP, "A Contractor awarded funds from this RFP must document its good faith

efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract.” As the proposed training is being provided by in-house staff, there would be no sub-contractor or supplier to meet the requirements. If there are no other purchases to be made through a sub-contractor or supplier, an application for an MWBE waiver should be submitted.

G Q #17) Can a Bidder submit a CFA proposal for multiple programs; such as an EET proposal to train Bidder employees and a UWT proposal to train Dislocated Workers?

G A # 17) Yes. As indicated in section II.A. of the CFA RFPs, “eligible Bidders may apply for funding under one or both of these programs. However, the maximum award an eligible Bidder may receive is a total award of \$100,000, regardless of the number of NYSDOL programs for which it applies. For example, a Bidder may apply for \$50,000 under each program, for a total capped award of \$100,000, but may not apply for \$100,000 under each program. Bidders must draft their requests for NYSDOL funding as stand-alone training programs. The proposal must not be based in whole or in part on the assumption that they will receive complementary funding from other CFA programs or agencies.”

New Questions as of 7/6/18 start below:

G Q #18) I have a CFA question about a university. Several departments wish to apply and it would encompass both EET and UWT. How would the applications be submitted?

G A # 18) As stated in section II.A. (Funding), a bidder may apply to both of NYSDOL’s CFA 8.0 funding opportunities but the total award a Bidder may receive is \$100,000, regardless of the number of NYSDOL programs for which it applies. Individual Bidders are defined by their Federal Employer Identification Number (FEIN). If departments, units, or chapters of a bidding organization share an FEIN, they will be considered a single bidder and will be held to the \$100,000 cap. If they have separate FEIN’s, they may apply individually through the creation of separate CFA portal accounts.

G Q #19) I am hoping to submit a CFA and upon completing the threshold questions, it was determined that we are ineligible to apply. I would like to talk to someone about the questions, because I am certain that we are eligible, and am wondering what was entered in incorrectly.

G A # 19) As stated in section VI.A. (Questions Concerning this RFP) of NYSDOL’s CFA 8.0 RFPs, “The NYSDOL CFA Team cannot see proposals in the CFA portal until they have successfully completed the threshold questions and are in progress.” In addition, as noted in section IV.D. (Proposal Submission Instructions and Format) of the RFPs, “Once the proposal has been submitted, there is no ability to resubmit or edit a threshold question. The Bidder will need to register with a new token and start a brand-new proposal, if a threshold question was answered incorrectly.” Eligible bidders may speak with a NYS Career Center Business Services Representative (BSR) for technical assistance or support during the development of the proposed program of training. BSRs contact information may be found at the following link: <https://www.labor.ny.gov/formsdocs/factsheets/pdfs/p469.pdf>.

G Q #20) Would an entrepreneur center offering services to the public (not our employees or those of a specific partnering business) to come get guidance and training on becoming an entrepreneur be eligible for CFA funding?

G A # 20) No, the drop-in nature of the proposed program of training is not eligible. As noted in the third bullet in the Unemployed Worker Training Bidder Eligibility section, eligible bidders: are or have partnerships with business(es) that commit to interview and consider trainees for employment. Similarly, the first bullet of the Bidder Eligibility Section in the Existing Employee Training RFP notes the requirement of businesses with existing employees which: Need occupational skills training course(s) in order for the employees in low and middle-skills occupations to attain or retain positions in middle-skills occupations and the occupational skills training course(s) can be completed in one year.

G Q #21) **I notice in the online CFA application that there are space limitations noted for the narrative questions. For example, question 3764 says at the bottom of the narrative box: max value: 850. Does this mean 850 characters? In other questions, it does specifically state the maximum number of characters. Also, are the number of characters with or without spaces?**

G A # 21) Yes, the max value amount is the maximum number of characters allowed in the narrative response. The character count does include spaces. It also includes "hidden" formatting characters that may be copied/pasted from Word into the CFA answer.

G Q #22) **I see that a Vendor Responsibility Form is requested as part of the application. I had filled out and completed this form online at the OSC site – and was subsequently certified – in Jan. 2017. Do I need to complete a new form, or may I download the current form and upload to the CFA application?**

G A # 22) As indicated in the first paragraph of the Vendor Responsibility Bidder Questionnaire (Attachment 3), "All bidders, except those classified as "Exempt" from Vendor Responsibility requirements, must complete a Vendor Responsibility Questionnaire (VRQ) as part of the CFA application." The first bullet in section III of this attachment (Form Submission Instructions) states, "If the bidder organization filed a VRQ online via the New York State VendRep system, please checkbox I (a) above and indicate the date it was certified in the system. Once this Attestation Form is complete, please upload a PDF version to the Attachments section of the Consolidated Funding Application under "Vendor Responsibility Questionnaire Attestation.""

G Q #23) **I have a few questions regarding this RFP, is there a person I can speak with?**

G A # 23) As stated in sections IV.A-B. of the CFA 8.0 RFPs, "Bidders may submit questions via electronic mail to CFA@labor.ny.gov; No telephone inquiries will be accepted; and Eligible Bidders may speak with a NYS Career Center Business Services Representative (BSR) for technical assistance or support during the development of the proposed program of training. BSRs contact information may be found at the following link: <https://www.labor.ny.gov/formsdocs/factsheets/pdfs/p469.pdf>."

New Questions as of 7/13/18 start below:

G Q #24) **In the application form, informational attachments also have an upload file section. Are we meant to upload files there?**

G A # 24) No, NYSDOL's CFA portal questions that offer informational attachments [Q_7378 (EET); Q_7423, Q_7427, and Q_7428 (UWT); and Q_7385 - Q_7398, Q_7400, Q_7403, Q_7404, and Q_7407 (Both)] do not require the upload of any documents.

G Q #25) Is the EEO Workforce Utilization Report form to be completed once the project is over? Or is this form to be completed and submitted with the application? As we have not received funding, it would be difficult to select a reporting period and complete the form.

G A # 25) Correct. As indicated in section II.H.2. of the CFA 8.0 RFPs, "If awarded a contract, Bidders shall submit a Workforce Utilization Report (EEO 101, Attachment 19/20) and shall require each of its subcontractors to submit a Workforce Utilization Report, in such format as shall be required by NYSDOL on a quarterly basis during the term of the contract."

New Questions as of 7/23/18 start below:

G Q #26) I am not seeing anywhere we are requested to attach the organization's financial statements as we did last year or an EEO spreadsheet. Am I correct in that this information is not being required this year?

G A # 26) Required uploads are identified in section VI.d. of the EET and UWT RFPs.

G Q #27) In the required documents section, some items parenthetically note Required Attachment and have the red dot (which I assume will turn green when the attachment is uploaded as it does for other responses). For other questions in this section, items say Required Attachment but the dot is not red (more faded gray). Do we need these documents or do they apply to other types of grant requests? The specific items are: Q_7401 MWBE 100, Q_7402 MWBE 101, Q_7406 SDVOB 100, Q_7407 SDVOB 101.

G A # 27) As stated in section VI.d. of the EET and UWT RFPs, the following items were required as either-or documentation: MWBE Utilization Plan (MWBE 100) and/or Application for Waiver of MWBE Participation Goal (MWBE 101); and SDVOB Utilization Plan (SDVOB 100) and/or Application for Waiver of SDVOB Participation Goal (SDVOB 101). As Bidders are required to submitted either the plan or a waiver, we could not require all four items in the CFA portal. Therefore, while the submission of one of the required documents is required, the items in the portal are not indicated with a red dot.

G Q #28) The RFP states that the contract goal is set for 30% for MWBE (15% WBE and 15% MBE) and 6% for SDVOB. Does this relate to the entire request amount? If we are unable to fulfill the goals for MWBE and SDVOB participation based on our program design, do we have to submit waivers for both goals?

G A # 28) Yes, the contract goals for MWBE and SDVOB are for the entire requested amount and if the Bidder was unable to fulfill either or both of the participation goals as indicated, one or both waivers would have to be submitted.

G Q #29) As a non-profit organization intending to submit a bid for the CFA and who will be utilizing another non-profit's training providers, how do we respond to the questions regarding MWBE participation? Non-Profits are not OWNED by anyone, nor are there shareholders, but rather, are governed by Boards of Directors. So, if we ourselves are non-profit and may include the assistance of a vocational agency, that is also a non-profit, how do we respond to the M/WBE contract Goals of Participation and how should we fill out the EEO Staffing Plan?

G A # 29) As indicated in section II.H.1.a (Business Participation Opportunities for MWBEs) of the UWT RFP, "A Contractor awarded funds from this RFP must document its good faith

efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the contract.”

G Q #30) I am wondering if for the EEO if the staff listed is ONLY for those within this training program OR if they also include staff in the entire organization?

G A # 30) The Equal Employment Opportunity Staffing Plan (EEO 100) is to be completed in regards to the proposed training program. As stated in section III.C. (Equal Employment Opportunity (EEO)) of the MWBE Appendix (Attachment 16-17), “To ensure compliance with this section, the Contractor shall submit an Equal Employment Opportunity Staffing Plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories.”

G Q #31) I am thinking of using a business from Australia to provide audit training. I see they do have an office in the US. Would there be a problem using a company outside of the US?

G A # 31) As indicated in section VI.D. (Buy American Requirements), “Bidders should be aware of the requirements of 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 included in WIOA References (Attachment 14) to this RFP.”

G Q #32) Who is supposed to fill the MWBE – EEO Policy Statement (Attachment 17-18) - the company applying or our vendor who will be providing the training? Who is the MWBE Liaison/Authorized Signature to come from?

G A # 32) As indicated in the first paragraph of Attachment 17-18, “By signing and submitting this Policy Statement, the below noted awardee/contractor/organization (authorized representative) agrees to adopt the following policies with respect to the project/program/product being developed or services rendered at the New York State Department of Labor.” Thus, the authorized representative from the bidding organization would fill in and sign the MWBE-EEO Policy Statement.

G Q #33) Does the Grants Gateway Prequalification Requirement need to be done by July 27, or can it wait until Oct. 1?

G A # 33) As stated in section IV.E. (Grants Gateway Registration and Prequalification Status) of the CFA 8.0 RFPs, “all interested parties must be registered in the Grants Gateway prior to October 1, 2018 and all non-governmental NFP Bidders must be designated in one of the status categories listed below prior to October 1, 2018.”

G Q #34) Is “Combined Terms and Conditions” attachment A-1 and A-2 required for submission? The RFP indicates that it is, but in the CFA portal it is listed as an informational attachment and thus not required for submission.

G A # 34) As noted in section II.G. (Bidder Requirements) of the CFA RFPs, “Bidders must comply with the Combined Terms and Conditions (Attachment 13), which will be incorporated into the Master Contract (Attachment 15) of successful Bidders”. The document is provided as an informational attachment.

[RETURN TO TOP](#)

Existing Employee Training (EET) Questions

EET Q #1) **Are unions eligible to apply for CFA EET funds?**

EET A #1) Yes. As noted in section III.A. (Bidder Eligibility), trade organizations, such as labor unions and manufacturing associations, can apply for CFA-EET if they are training their own or a business consortium of existing employees.

EET Q #2) **Please explain and/or give an example of leveraged funding.**

EET A #2) As noted in section II.C, leveraged funding is required based on the sliding scale “non-federal share” match requirement for WIOA’s Incumbent Worker Training funds (WIOA section 134 (d) 4). Leveraged funding can include either a portion of the training cost or wages of the workers while they attend training. In-kind matches are not acceptable for the CFA-EET Leveraged Funding match requirement. Leveraged funding, based on the number of Bidder employees (10% for Bidders with 50 or less employees; 25% for Bidders with 100 or less employees; or 50% for Bidders with more than 100 employees), **MUST** be indicated in the CFA portal budget table described in section V.B.4 (Table 2) of the RFP.

EET Q #3) **Can a County be a lead applicant as part of a business consortium that will subcontract with local educational institutions to provide the training?**

EET A #3) Yes. A County can apply as the Lead Bidder of consortium of businesses that is applying to train “their own or a business consortium of existing employees”. Bidders, including Lead Bidders, not utilizing their own in-house trainers are encouraged to enter into contracts with institutions of higher education, such as community colleges, or other eligible training providers to facilitate the training of multiple individuals in high-demand occupations.

Please be aware, the lead bidder must indicate at the time of proposal submission: the exact number of trainees who will be trained under this proposal as well as the following for the individuals proposed to be trained under the proposed program of training: names of proposed trainees and their existing job titles; O*NET code of the occupation that the trainee will be trained; Job Zone code for the occupation; and the occupational skills training course(s) each trainee will attend. In addition, the lead bidder must provide other details summarizing the consortium of businesses, including: the number of current individuals working for the bidding consortium that belong to middle-skills occupations defined as occupations in Job Zones 1, 2, or 3 as well as how the proposed program of training will lead to advancement or retention of trainees in middle-skills occupations at the bidding businesses.

The lead Bidder will be the fiscal and administrative authority for the proposed project and accepts the responsibility to meet all contract terms and conditions in ensuring the successful completion of the projects as contracted. This includes the leveraged funding/match

requirement. Sub-entities of a bidding consortium are responsible to the lead Bidder to ensure their portion of the contracted activities and must submit documentation demonstrating their commitment to the project and acceptance of roles as indicated in the proposal.

New Questions as of 5/11/18 start below:

EET Q #4) When will the Existing Employee Training Program grant guidance be posted to the NYS DOL website under funding opportunities? Or can I find it somewhere else?

EET A #4) The Consolidated Funding Applications (CFA) Round 8 Request for Proposals (RFPs) are available at the New York State Department of Labor website at www.labor.ny.gov/cfa/ or they can be accessed after logging onto the CFA portal at <https://apps.cio.ny.gov/apps/cfa> and starting a CFA application for EET funding. Attachment question, Q_7378, offers a download of the RFP.

EET Q #5) With understanding that middle skills occupations are those not requiring a bachelor's degree, if the trainees are employed in an occupation that does not require a bachelor's degree, is it allowable to have trainees from that occupation who do possess a bachelor' degree?

EET A #5) Yes, it is allowable. As indicated in section III.B. (Trainee Eligibility) of the EET RFP, "Trainee eligibility is based on the typical education level of an individual in low and middle-skills occupations and not the current education attainment of the trainee."

EET Q #6) I checked the application questions on the CFA website and I need clarification on below question. I did not see anywhere in the CFA Resources Guide, under Existing Employee Training Program anything related to leverage/match percentage. Please clarify.

Q_7416 - Indicate the required leverage/match percentage as determined by the response to Q_6496 and the sliding scale rates defined in section II.C. [Choice Options: 10% for Bidders with 50 or less employees, 25% for Bidders with 100 or less employees, 50% for Bidders with more than 100 employees]

EET A #6) As stated in section II.C. of the EET RFP (Leveraged Funding (Match Requirement)), "Under WIOA (sec 134 (d) 4), CFA-EET funded training is subject to the following sliding scale "non-federal share" match requirement, which can include a portion of the training costs as well as the wages of the workers while they attend training:

- 10% for Bidders with 50 or less employees
- 25% for Bidders with 100 or less employees
- 50% for Bidders with more than 100 employees

Leveraged funding, based on the number of Bidder employees, must be indicated in the CFA portal budget table described in section V.B.4 (Table 2) of this RFP."

EET Q #7) Can an educational institution act as the lead bidder for a consortium?

EET A #7) Yes. An educational institution can apply as the Lead Bidder of consortium of businesses that is applying to train "their own or a business consortium of existing employees".

Please be aware, the lead bidder must indicate at the time of proposal submission: the exact number of trainees who will be trained under this proposal as well as the following for the

individuals proposed to be trained under the proposed program of training: names of proposed trainees and their existing job titles; O*NET code of the occupation that the trainee will be trained; Job Zone code for the occupation; and the occupational skills training course(s) each trainee will attend. In addition, the lead bidder must provide other details summarizing the consortium of businesses, including: the number of current individuals working for the bidding consortium that belong to middle-skills occupations defined as occupations in Job Zones 1, 2, or 3 as well as how the proposed program of training will lead to advancement or retention of trainees in middle-skills occupations at the bidding businesses.

The lead Bidder will be the fiscal and administrative authority for the proposed project and accepts the responsibility to meet all contract terms and conditions in ensuring the successful completion of the projects as contracted. This includes the leveraged funding/match requirement. Sub-entities of a bidding consortium are responsible to the lead Bidder to ensure their portion of the contracted activities and must submit documentation demonstrating their commitment to the project and acceptance of roles as indicated in the proposal.

EET Q #8) Is there a minimum or recommended number of businesses for the consortium?

EET A #8) A lead bidder of a business consortium must identify at least one other member of the consortium which has existing employees in need of occupational skills training.

New Questions as of 5/18/18 start below:

EET Q #9) We are looking at training for positions that have significant turn over. Is it acceptable to only list the position titles?

EET A #9) No. Bidders requesting EET program funding must propose occupational skills training for existing employees. As stated in section III.B. (Trainee Eligibility) of the EET Request for Proposal (RFP), trainees must be “employed by the Bidder for at least six (6) months prior to the start of the training or in a cohort of trainees in which the majority of the cohort has been employed by the Bidder for at least six (6) months prior to the start of the training.”

EET Q #10) If an employee named on the list is no longer employed prior to the award announcement can we edit the names on the list with their replacement?

EET A #10) Yes. Successful Bidders can replace employees intended for training during the contract negotiation process as long as the replacement employees continue to meet the trainee eligibility requirements as stated in section III.B. (Trainee Eligibility) of the EET Request for Proposal (RFP).

New Questions as of 6/15/18 start below:

EET Q #11) Is wage replacement an eligible cost for CFA funding under EET?

EET A #11) No. Wage replacement is not an eligible cost for CFA funding under EET. As noted in Section II.C. a portion of “the training costs as well as the wages of the workers while they attend training” can be included in the match requirement under Leveraged Funding, “based on the size of the Bidder’s business.”

EET Q #12) Under the Existing Employee Training Program, it mentions that employees must receive their normal rate of pay during the training period. Does this only apply to hours worked

on the job or does this also apply to off-site training hours? For example, an employee works a normal 8-hour day and receives their regular wages. The employee then attends occupational skills training off-site in the evening. Is the employer required to pay the employee for their time to attend the training?

EET A #12) Yes. As stated in section II.B.1. (Occupational Skills Training Course(s)), “trainees must be compensated at no less than their normal rate of pay while attending training.”

EET Q #13) I have a question about Attachment 1a, the detailed budget. I’ve downloaded the Excel document a few times, and there appears to be something wrong with columns L/M/N, Type of Training. There are boxes to be checked, but the specific types of training aren’t specified, so I don’t know if any of the boxes are supposed to be checked.

EET A #13) The EET RFP Attachment 1a (Detailed Budget) document has been revised and will be available at NYSDOL’s CFA 8.0 website [<https://labor.ny.gov/CFA/index.shtm>]. For Bidders who may have downloaded the attachment from the CFA portal, column L/M/N headings should read: On-Site Instruction; Off-Site Instruction; and Distance Learning.

EET Q #14) Are there specific MWBE and SDVOB requirements for EET applications? There are forms to be completed that require participation percentage contract goals, and I was not able to locate these goals in the Notice of Funding Availability.

EET A #14) Yes. As noted in section II.H.1.a and II.H.2.a of the CFA 8.0 EET Request for Proposal (RFP), “For purposes of this solicitation, NYSDOL hereby establishes an overall goal of **30%** for MWBE participation, **15%** for NYS certified minority-owned business enterprises (“MBE”) participation and **15%** for NYS certified women-owned business enterprises (“WBE”) participation (based on the current availability of MBEs and WBEs) and “NYSDOL hereby establishes an overall goal of **6%** for SDVOB participation, based on the current availability of qualified SDVOBs.” The RFP can be downloaded from question 7378 in the CFA portal or at NYSDOL’s CFA website [<https://labor.ny.gov/cfa/index.shtm>].

New Questions as of 6/22/18 start below:

EET Q #15) What’s the likelihood an applicant will be funded again through the NYS DOL Existing Employee training program if their 2016 contract was not fully utilized? Specifically, if they weren’t able to achieve the full reimbursement of the contract?

EET A #15) As stated in section V.C. of the CFA 8.0 EET RFP, “The method of selection is based on a point system with the program design portion of NYSDOL’s rating criteria at 60% of the total score and program cost at 20% of the total score. The REDC also awards a maximum of 20 points, accounting for the remaining 20% of the total score. Proposals are awarded in rank order beginning with the proposal(s) with the highest total points until the funds allocated to the program are exhausted.” There are no questions in the program design or program cost rating criteria that reflect the performance of prior NYSDOL contracts.

EET Q #16) If a training program has recently been accredited, and is not long-standing, and subsequently doesn’t have a long history, despite a strong curriculum, will it remain a competitive applicant, if the cost, career potential and training are strong?

EET A #16) Section V.B.2. of the CFA 8.0 EET RFP, note the following questions and associated point values which, based on the operational experience of the Bidder and the history of the training program may affect the final score of the proposal:

- 11) (Q_7414) Has the Bidder provided a similar occupational skills training program in the past? For the definition of occupational skills training course, see the Program Services section (III.C) and [section VII](#) of this RFP.

If yes:

- **(Q_7417) Provide the percentage of completers from prior Bidder-sponsored occupational training course(s) that attained an industry-recognized credential. For a definition of industry-recognized credential see the Program Services section (III.C.2.) and [section VII](#) of this RFP. (Percentages of 0% to 20% = 0 points; 20.01% to 50% = 1 point; 50.01% to 100% = 2 points)**
- **(Q_7419) Provide the percentage of completers from prior Bidder-sponsored occupational training course(s) that were retained in employment for at least a year. (Percentages of 0% to 20% = 0 points; 20.01% to 50% = 1 point; 50.01% to 100% = 2 points)**

- 15) (Q_6498) How many years has the Bidder offered similar occupational skills training and/or service (1 year, 2 years or 3 or more years)? (No experience = 0 points; 1-2 years = 1 point; 3 or more years = 2 points)

EET Q #17) The majority of our trainees are new hires. They complete employee orientation and then commence the training program. They do not meet the 6-month employment history requirement. However, about 31% of the trainees are longer-term employees. Would only the longer-term eligible employees' wages be eligible for matching costs?

EET A #17) Correct. In order for an awardee to be reimbursed for training expenses per trainee, the trainees must meet eligibility requirements including an established employment history with the business for six-months or more. This can include time spent as a temporary or contract worker performing work for the business. The only exception to this six-month employment history requirement is if the majority of a cohort of trainees meet the employment history requirement. As 31% is not a majority, those that do not meet the employment history requirement are deemed ineligible for training cost reimbursement.

EET Q #18) When calculating the cost per trainee, for the purposes of the grant budget, should all anticipated trainee costs be included or only the costs of eligible trainees?

EET A #18) Only eligible trainees should be included in the proposed program. As stated in section III.C.1. of the EET RFP, "The Master Training List should include only the list of trainees the Bidder wants to fund with CFA-EET funding and not a list of all employees."

EET Q #19) Does the NYS DOL prefer trainings for a larger numbers of employees at a lower rate?

EET A #19) While NYSDOL does not have a preference regarding the number of trainees nor a set training rate, proposals receive a cost score based on the cost per trainee. The cost score is 20% of the proposal's total score.

EET Q #20) **How does the cost per trainee impact the competitiveness of this proposal?**

EET A #20) Section V.B.4. of the EET RFP details the cost score determination using a statistical normalization method that limits the negative effect on proposals in a comparison pool containing either an extremely low or extremely high cost per trainee proposal.

EET Q #21) **Will the quality of the program and the training and qualifications be competitive enough, if they provide legitimate employment potential and middle skill development?**

EET A #21) The method of selection is based on a point system with the program design portion of NYSDOL's rating criteria at 60% of the total score and program cost at 20% of the total score. The Regional Economic Development Councils (REDC) also awards a maximum of 20 points, accounting for the remaining 20% of the total score. Awards have been made in prior rounds to scores of 60. Therefore, competitive programs can occur with just a strong program design portion. This may change in future rounds based on the quality of the proposal submissions.

New Questions as of 7/6/18 start below:

EET Q #22) **How do I answer question 7373 if employees are already employed with the applicant and we don't know if they expect to stay with current employer or seek new employment? They may seek a higher level of employment but we don't know that. [Q_7373: Does the bidder attest that it is the intention of the bidder that the workers to be trained will seek either employment or higher level of employment in NYS upon completion of the training?]**

EET A #22) As the intent of the CFA 8.0 EET funding is to provide employed, existing workers, seeking to enter or remain in middle-skill occupations, with short-term, occupational skills training focused on middle-skills, Bidders are attesting that the intent is to advance or retain employees in middle-skill occupations. Through this attestation, Bidders are indicating, at the time the proposal is submitted, there is no intent to lay-off or otherwise terminate employment of the employed, existing workers targeted for training.

EET Q #23) **Would we qualify as eligible bidders for the Existing Employee Training Program (EET) if the trainees in our entrepreneurship program are PhD students, postdocs, and some faculty and clinicians that do not possess any business knowledge or skills which are required for a career in industry?**

EET A #23) No. As stated in section III.A. (Bidder Eligibility) of the EET RFP, eligible bidders must have "existing employees which need occupational skills training course(s) in order for the employees in low and middle-skills occupations to attain or retain positions in middle-skills occupations."

EET Q #24) **Would we qualify as eligible bidders for the Existing Employee Training Program (EET) if we are not training people to remain at our organization but rather to help them find jobs in the industry when they complete their training at our organization?**

EET A #24) As stated in section III.A. (Bidder Eligibility) of the EET RFP, eligible bidders must have "existing employees which need occupational skills training course(s) in order for the employees in low and middle-skills occupations to attain or retain positions in middle-skills occupations." Only lead bidders of a consortium of businesses with existing employees which need occupational skills training course(s) in order for the employees in low and middle-skills

occupations to attain or retain positions in middle-skills occupations may qualify as an eligible bidder and not train their own existing employees.

New Questions as of 7/13/18 start below:

EET Q #25) As a training and certifying agency, can the CFA 8.0 EET program fund programs for high school seniors (upon receiving their HS diplomas and satisfying the necessary requirements for their entry towards a job training program) as part of our training and certification for capacity building through CPR/AED and First Aid Certification?

EET A #25) No. As indicated in section III.B., eligible participants must be working in a low-skills or middle-skills occupations and have been employed by the Bidder for at least six (6) months prior to the start of the training or are in a cohort of trainees in which the majority of the cohort has been employed by the Bidder for at least six (6) months prior to the start of the training.

EET Q #26) For the Rate Per Trainee at the top of each Course Column, do I include the rate per person total of course cost, certification cost, and materials/supplies cost?

EET A #26) As stated in the instructions of the Master Training list (Attachment 1) for Columns F and onward, "In the column heading provide the name and tuition rate per trainee of the course and mark "x" in each trainee row if they will participate in the specific course."

EET Q #27) If I need 2 extra Course Columns as I have a total of 7 courses, may I change document to legal size and then add the extra 2 columns?

EET A #27) Yes, as stated in the instructions of the Master Training list (Attachment 1), "Use Column G, H, etc., to add additional courses as needed."

EET Q #28) If I have a group of 25 staff that are interested in more than one existing employee training course, can they be included in the application three times, or just once?

EET A #28) Each existing employee proposed for training will be listed in the Master Training list (Attachment 1) once. As stated in the instructions on this form, "Column (F onwards): In the column heading provide the name and tuition rate per trainee of the course and mark "x" in each trainee row if they will participate in the specific course."

EET Q #29) Under Section II Awards Information - Part B Use of Funds - # 1. Occupational Skills Training Course(s) it says that Bidders are encouraged to use eligible training providers to facilitate training. Training should be provided by the trainers provided on the ETPL but this is not a requirement. If our request is approved, can we use a trainer not on the ETPL?

EET A #29) Yes. Indicated in section II.B.1., the use of trainers listed on the Eligible Training Provider List (ETPL) is encouraged but is "not a requirement".

EET Q #30) Under Section II Awards Information - Part B Use of Funds - # 2. Allowable Trainings the bullet that references Stand-Alone Microsoft Office applications (e.g. Word, Excel.....) is considered training that does not constitute occupational skills training for this RFP and are not allowed. Would training on Microsoft Office 365 in its entirety be allowed under this grant since the training would include multiple applications such as intelligent solution, including Office 365, Windows 10, and Enterprise Mobility + Security?

EET A #30) Stand-alone Microsoft office applications do not constitute occupational skills training for this RFP and are not allowed unless part of a larger certification program such as Microsoft Office Specialist.

EET Q #31) Is there a new match requirement added this year to the Existing Employee Training program? In one section it seemed a requirement and the other that is not.

EET A #31) Yes. The match requirement is a new addition to CFA 8.0 from CFA 7.0. This was done to ensure compliance with WIOA (sec 134 (d) 4). The following language in section V.B.4. is hereby removed, "Please note that Bidders are not required to provide leveraged funding under this RFP but additional points will be awarded to proposals that include leveraged funding."

EET Q #32) We are contributing more than \$100,000 of our own resources towards the project in revenue and wages so I'm assuming we'd meet the 50% potential match requirement. Is that right?

EET A #32) Yes. In this example, the total project cost is a minimum of \$200,000 and the Bidder is requesting \$100,000 from the CFA and the remaining project costs will be leveraged (match) from other funding source(s). This must be demonstrated in the CFA Portal Budget. An example of a completed CFA Budget Portal table is provided in Table 4 located in section V.B.4 of the EET RFP.

EET Q #33) Who should the letters of support be addressed to?

EET A #33) As stated in the scoring tips for Q_6496 on the CFA portal and in Attachment 6 (Threshold and Program Evaluation Questions – EET), "This is not an EET RFP related question. No letters are required or requested. No additional points will be given to proposals that submit letters of support."

It should be noted that Lead Bidder proposals are requested to submit, as indicated in section III.A. (Bidder Eligibility) of the CFA-EET RFP, sub-entity "documentation demonstrating their commitment to the project and acceptance of roles as indicated in the proposal." This documentation of commitment and acceptance should be uploaded in response to Q_6496 and should be addressed to the Lead Bidder as indication of their responsibility to the Lead Bidder. While this is requirement for Lead Bidder proposals, no additional points in scoring will be given to Lead Bidder proposals that submit the required documentation of commitment and acceptance.

New Questions as of 7/23/18 start below:

EET Q #34) Is a community college eligible to apply for CFA-EET funds on behalf of a consortium of businesses? The community college has no employees participating in the EET.

EET A #34) Yes. A Community College, or other not-for-profit training provider, is eligible to apply for CFA-EET funds as the lead bidder of a consortium of businesses where the other consortium member businesses are providing the employees to be trained. As stated in section III.A. (Bidder Eligibility), "The lead Bidder will be the fiscal and administrative authority for the proposed project and accepts the responsibility to meet all contract terms and conditions in ensuring the successful completion of the projects as contracted." Businesses participating in the consortium must provide to the lead bidder the information required to complete the

Master Training List (Attachment 1) and as indicated in section III.A., proposed participants and staff to be funded under a proposed CFA project must differ from any existing or future NYSDOL award.

EET Q #35) Does the Budget attachment and CFA Portal Budget Table need to reflect costs associated with our training program for which reimbursement isn't being requested?

EET A #35) Yes, leveraged funding must be reflected in both the Detailed Budget Worksheet (Attachment 1a) and the CFA portal budget table. Columns I and J in section 2 and column K-L in section 3 of the Detailed Budget Worksheet requires the leveraged funds (matched requirement) amount. As indicated in section V.B.4, all allowable costs requested from CFA and leveraged funds must be entered in the CFA portal budget table.

EET Q #36) We are looking at the attachment for the Master Training List for EET. The attachment is asking us to list out the names of every single employee we are hoping to train. We are hoping to train over 3,000 existing employees, do we really need to list out every single person's first and last name? Can we list out the number of people by department we are going to train?

EET A #36) Yes, the name of all existing employees for which the Bidder is requesting funding for occupational skills training must be identified. In addition, the occupational title and O*NET code for the occupational title of each existing employee for which the Bidder is requesting funding for occupational skills training must be provided.

EET Q #37) In the application and budget, the match/leveraged funds appear to be required. For an organization of our organization's size (more than 101 employees), the stated required match is 50%. Can you please clarify? Are matched/leveraged funds required in order to be considered or are they just strongly encouraged?

EET A #37) Leveraged (matched) funding is required in the Existing Employee Training program. As stated in section II.C. (Leveraged Funding (Match Requirement)) of the EET RFP, under the Federal Workforce Innovation and Opportunity Act (WIOA) "(sec 134 (d) 4), CFA-EET funded training is subject to the following sliding scale "non-federal share" match requirement, which can include a portion of the training costs as well as the wages of the workers while they attend training:

- 10% for Bidders with 50 or less employees;
- 25% for Bidders with 100 or less employees; or
- 50% for Bidders with more than 100 employees.

Leveraged funding, based on the number of Bidder employees, must be indicated in the CFA portal budget table described in section V.B.4 (Table 2) of this RFP."

EET Q #38) Can other state funds be used as a match? The budget/application only specifies that it be a non-federal match.

EET A #38) Yes. Other state funds can be used for the non-federal match requirements as long as they are genuinely state funds and not federal funds that were awarded to the Bidder by the state which would continue to be considered federal funds for this purpose.

EET Q #39) Are the costs of a Study Guide and Certification Exam for one trainee eligible to be paid by the grant if there is no actual training course associated with it? Training would be self-

study by the trainee during normal work hours. We are requesting other training courses and certifications for multiple employees.

EET A #39) Yes. As indicated in section II.B.1. (Occupational Skills Training Course(s)) of the EET RFP, the allowable costs include “books or training materials directly associated with the training”. Please note, while it appears the trainees wages are being paid for by the Bidder, in order to receive reimbursement for books or training materials, the Bidder must provide the detail for the proposed program of training including the occupational skills to be attained in the self-study training program. The reimbursement of expenditures, as discussed in section VI.B. (Payment), will be based on individual participation in the self-study training program. In addition, the leveraged funding/match requirement would be required for requests of funding for only books or training materials. In order to ensure proper evaluation of this request, the trainee that will complete the self-study program should be included on the submitted Master Training List and Detailed Budget, and the costs associated with the study guide and certification exam should be included on the Detailed Budget as Non-Personnel Services.

EET Q #40) As part of the grant questions, we are required to enter an O*Net Code for the employees/positions that will receive training. At present, there is no specific O*Net Code for employees who work as Direct Support Professionals. There are several codes for other job titles that are similar, but these are not an exact match to the specialized care/therapeutic/coaching/and other duties that our front-line staff fulfill. How should we proceed with our application?

EET A #40) As indicated in section III.C.1. (O*NET Codes, Job Zones, and Skill Level of Occupations), " In the Master Training List (Attachment 1), the Bidder must provide the O*NET codes of occupational titles that best match the tasks performed by trainees and the corresponding Job Zone code."

EET Q #41) The grant questions encourage applicants to provide training for workers who are economically disadvantaged; we are concerned that from the submission of our application through the time of the completed contract, that some of these individual staff may need to leave our employ due to outside pressures that they face in their lives. Is it possible to indicate the staff titles and pay rates for a given number of trainees at the Direct Support Professional grade, rather than providing the names of specific staff members?

EET A #41) No, the name of all existing employees for which the Bidder is requesting funding for occupational skills training must be identified. In addition, the occupational title and O*NET code for the occupational title of each existing employee for which the Bidder is requesting funding for occupational skills training must be provided.

EET Q #42) When calculating Leveraged/Match amount on 2. Training Cost Detail – the form states that Training cost leveraged (match) amount must equal. Therefore, if using wages while in training as match, if the total in-kind wages are greater than the 50% required match, do we only include up to the 50% on the budget form? Where do we put the balance of the in-kind wages that are above the 50% of the Training Cost?

EET A #42) The total leveraged amount can be more than the required percentage but not less than the required match.

EET Q #43) On 3. Non-Personal Service Costs, if we are only using wages as in-kind match, do we put the balance of the in-kind wages from 2. Training Cost Detail in this section? Or is it required that we also provide in-kind match in Non-Personal Service Costs?

EET A #43) Wages being paid as part of the in-kind match for the training cost should be indicated in section 2 Training Cost Detail of the Detailed Budget Attachment. Similar to the process in documenting the leveraged/match amount in the CFA Budget Portal, the course will be indicated in two rows of section 2 with the first row indicating the trainee/trainer information (columns c-h) and the requested amount (column K) and the second row leaving the trainer information (columns c-h) blank while indicating the wages in column I and the amount being leveraged in column J.

EET Q #44) I uploaded and saved the Required Attachments and I'm having difficulty with the "auto-signature" line on documents requiring signatures. Is it OK to have the documents signed manually and then scan and save the documents as pdf's to upload to the CFA?

EET A #44) All required attachments have been provided in a fillable PDF or EXCEL formats. This includes the option of using an e-signature. This was just an option and it is acceptable to have the documents signed manually, scanned into PDF format and uploaded to the CFA portal.

EET Q #45) Must Certification Exams be included in the Non-Personal section of the Budget? We plan to use staff time in exams as part of our match – is this this match then added to the Non-personal services section with detail included in the justification?

EET A #45) Yes, certificate exam expenditures that are being used as part of the required leverage/match should be added and justified in section three, Non-Personal Service Costs, of the Detailed Budget document.

EET Q #46) On 3. Non-Personal Service Costs, if we are only using wages as in-kind match, do we put the balance of the in-kind wages from 2. Training Cost Detail in this section? Or is it required that we also provide in-kind match in Non-Personal Service Costs?

EET A #46) Wages being paid as part of the in-kind match for the training cost should be indicated in section 2 Training Cost Detail of the Detailed Budget Attachment. Similar to the process in documenting the leveraged/match amount in the CFA Budget Portal, the course will be indicated in two rows of section 2 with the first row indicating the trainee/trainer information (columns c-h) and the requested amount (column K) and the second row leaving the trainer information (columns c-h) blank while indicating the wages in column I and the amount being leveraged in column J.

EET Q #47) Can our public university's Research Foundation apply to CFA 8.0 EET to train middle skills staff of the public university. The Research Foundation would contract with a unit of the public university to provide the training. The public university would be indicated as a sub-contractor to the bidder on the Master Training list (Attachment 1) through their separate FEIN. Is this acceptable?

EET A #47) No. As indicated in section III.B. (Trainee Eligibility), "public (federal, state, county, municipal, public authority and public benefit corporation) employees and volunteers are not eligible for training under the RFP."

[RETURN TO TOP](#)

Unemployed Worker Training (UWT) Questions

UWT Q #1) Are unions eligible to apply for CFA UWT funds?

UWT A #1) Yes. While, as noted in section III.A. (Bidder Eligibility), “Consultants, trade organizations and other third-party entities are not eligible to apply for CFA-UWT Program funds on behalf of other organizations”, this “on behalf of” language does not disqualify unions from being a direct applicant. As noted in the third bullet in the Bidder Eligibility section, Bidders must be “have partnerships with business(es) that commit to interview and consider trainees for employment. The number of trainees cannot exceed the number of potential job openings.

UWT Q #2) Please explain and/or give an example of leveraged funding.

UWT A #2) As noted in section II.C, leveraged funding is NOT required but will result in additional points during the scoring process based on the percentage of leveraged funds being used (4 additional points in Question 18 on page 28 of the RFP). Leveraged resources can include either a cash match (such as another funding source that will cover a portion of the training cost) or in-kind resources (such as the cost of facility use, wages to provide supervision of program administration, etc.). Any leveraged funding MUST be indicated in the CFA portal budget table described in section V.B.4. of the RFP to be eligible for the additional points.

UWT Q #3) Is there possible clarification on what it means to have trainings provided in a classroom setting.

UWT A #3) The term classroom is utilized in the broadest sense. Classroom training can be at the work-place, at a training institution, or even through distance learning. This can also include a hybrid of in person and online trainings.

New Questions as of 5/11/18 start below:

UWT Q #4) Since the RFP does not indicate any restrictions regarding re-applying and there is the new option this year of cloning your past application, I assume we can submit a continuation proposal. Please confirm.

UWT A #4) Yes. As noted in section III.A. (Bidder Eligibility) of the UWT RFP, “Bidders with open or pending contracts are encouraged to apply for CFA as long as the participants and staff to be funded under a proposed CFA project would differ from any existing or future NYS DOL awards.”

New Questions as of 6/15/18 start below:

UWT Q #5) In the section regarding eligible bidders for the UWT Program, please clarify what specifically is meant by a “Public sector not-for-profit business” – i.e. does a municipality qualify to apply?

UWT A #5) Yes, a municipality can apply for the UWT grant.

UWT Q #6) Are applicants allowed to charge an indirect fee as part of their budget? And, if so, is there a limit (e.g., 10%) that can be charged as indirect?

UWT A #6) As indicated in section II.B.2. (Calculating Non-Published Tuition Rate), indirect costs should be included in the proposed course(s) tuition rate and “Indirect costs for this funding opportunity will be the approved federally recognized indirect cost rate negotiated between the Bidder and the Federal government; if no such rate exists, then 10% of the modified total direct cost of the proposed program of training.”

UWT Q #7) Are trainee wages allowed as reimbursable expenditures in the UWT RFP?

UWT A #7) No. As indicated in section II.B.1. (Occupational Skills Training Course(s)), only the following are considered reimbursable expenses: the cost of the occupational skills training course(s) calculated as the tuition rate of each course multiplied by the number of prospective trainees in each course; supportive services to assist in removing barriers faced by unemployed and/or underemployed workers with regard to completing occupational skills training course(s) and entering employment or upgrading to a higher level of employment; books or training materials directly associated with the training; credentialing exam fees; and/or software required to deliver the training. The optional leveraged funding can include wages of the workers while they attend training.

UWT Q #8) Are stipends allowed as reimbursable expenditures in the UWT RFP?

UWT A #8) Yes. As indicated in section II.B.3. (Allowable Costs under Supportive Services), stipends and other incentive costs could be listed as a supportive services cost item on the budget. The budget narrative must provide the detail for each proposed supportive services line item.

UWT Q #9) What is the definition of stipends?

UWT A #9) Stipends are monetary payments offered to participants that meet benchmarks while participating in the program. Stipends cannot exceed the federal or state minimum wage, whichever one is higher, and adjustments based on taxes and deductions must be considered.

UWT Q #10) Are there maximum amounts for stipends or other supportive services?

UWT A #10) There is no required maximum amount for stipends or other supportive services.

UWT Q #11) In relation to UWT, is there a fixed ratio between interviews and openings? In other words, are we allowed to interview, say, 3 or 4 people for each opening?

UWT A #11) No. As detailed in section III.A. (Bidder Eligibility) and as attested to in Question 7421, “the number of trainees cannot exceed the number of potential job openings.” The number of job openings can exceed the number of proposed trainees.

UWT Q #12) Under the UWT RFP opportunity, can we count contributions as leverage?

UWT A #12) Yes. As defined in section VII.10. (Definitions), leveraged funding is “a financial commitment (cash or in-kind) used by the Bidder toward the costs of a project available from source(s) other than the granting organization or the CFA 8.0 application process. Leveraging can be achieved by a commitment from the grantee or through various partnerships.”

New Questions as of 6/22/18 start below:

UWT Q #13) Are overhead and admin costs an allowable expense when using a published tuition rate? If yes, is there an allowable percentage?

UWT A #13) No. Indirect costs are expected to already be included in a published tuition rate.

New Questions as of 6/29/18 start below:

UWT Q #14) What type of documentation is necessary to demonstrate to the NYS DOL that the trainees enrolled in training are underemployed or previously unemployed?

UWT A #14) All trainees will be required to complete a Trainee Information Form. Part of that form requires trainees to self-attest as to whether they are unemployed or underemployed (the definition of underemployed – per the RFP – is provided on the form). No additional documentation is required to demonstrate trainee eligibility.

UWT Q #15) We plan to provide a specific credentialed training program to all trainees. Based on the number of trainees we expect, we will need to offer several sessions of the program throughout the year – for example, approximately 8 classes for each training cohort. When entering the budget into the CFA budget portal, in our case, with the costs for each of the 8 classes being the same, should we be listing under “CFA Course 1 the total costs for all of the 8 sessions of the program?

UWT A #15) Yes, please list all 8 sessions under “CFA Course 1” in the budget section of the application.

UWT Q #16) If we hire a contractor to come in and provide a training session on Career Counseling, such as interviewing skills, etc., (in conjunction with our training course), should we list this as Course 2?

UWT A #16) Section II (A) of the CFA RFP states that, “Occupational skills training courses(s) may include career and employability skills development as well as job placement, job retention, and supportive services, but these cannot be stand-alone courses.” As such, Career Counseling activity cannot be a separate course and must be included as part of an occupational course, but the details on the contractor-provided Career Counseling activity including its cost and the name and FEIN of the provider are important for contract development and reimbursement. Therefore, please use the excel budget chart attachment to list the occupational skills training provided by your organization as “Course 1, Part 1 Occupational” and the counseling, interviewing skills, etc. provided by your contractor as “Course 1, Part 2 Career Counseling.”

UWT Q #17) Is there a way the grant can cover the costs of the Volunteer Coordinator who is critical to recruiting and overseeing volunteer activities?

UWT A #17) Participant recruiting costs must be factored into the cost of training though the applicant’s published tuition rate, or if no published rate exists then through a calculated tuition rate. Regarding volunteering and overseeing volunteer activities, the answer is “No”. The UWT funds are intended to assist unemployed and/or underemployed workers in successfully completing occupational skills training, achieving industry-recognized credential(s), if applicable, and attaining employment or a higher level of employment. Volunteering is not considered employment for the purposes of this funding and thus, would not directly relate to the provision of services as outlined in the Bidder’s proposed program of training narrative and in accordance with the provisions of this RFP.

New Questions as of 7/6/18 start below:

UWT Q #18) Can you confirm for the CFA – UWT grant application that the “cost of admissions” included in the calculated tuition rate can include staff time spent recruiting, screening and interviewing candidates for admission to the training course?

UWT A #18) Yes. As stated in section II.B.2. of the CFA 8.0 UWT RFP, “The non-published tuition rate for occupational skills training course(s) may include cost of admissions, career and employability skills development and job placement and retention services which may be provided by the Bidder or subcontractors.” The cost of admissions can include staff time spent recruiting, screening and interviewing candidates for admission to the training course.

UWT Q #19) I gather from the CFA-UWT application that funding will NOT cover the cost of the trainer’s time – nor any other staff’s time -- spent on curriculum development, scheduling trainings, exam scoring and evaluation or any other “non-teaching time” – either as part of the tuition rate or as part of Indirect Costs. I would appreciate it if you can confirm that this is accurate.

UWT A #19) Correct. As stated in section II.B.5. (Restrictions on the Use of Funds), the UWT funding will not pay for “Start-up costs, curriculum development, and assessment costs on the part of the Bidder.”

UWT Q #20) If these types of expenses are not funded by CFA-UWT – yet are necessary for us to carry out the training – may we list these under Leveraged Funds?

UWT A #20) Yes. Funding of costs ineligible for reimbursement by CFA-UWT funds but directly associated with the proposed program of training may be included as leveraged funding. The source for reimbursement of leveraged resources, both cash match and in-kind resources, must be identified.

UWT Q #21) The majority of our targeted trainee population tend to reside in a high-need county and, while some of the clients they will serve reside in that same country, the majority of clients our trainees will serve reside in a moderate need area. Which shall we indicate in the application?

UWT A #21) Section III.D.4. (Target Geography) indicates, “The CFA-UWT funding will promote availability of occupational skills training programs leading to employment of trainees in distressed communities by providing additional points during scoring to programs identified as serving counties identified in high need areas.” The focus is on the training of individuals from distressed communities. Thus, the identification of a single county in response to Q_ 7430 should be based on the county from which the majority of the trainees reside.

UWT Q #22) Is OJT allowed under this CFA?

UWT A #22) No, NYSDOL will not reimburse for training wages. As noted in section V.B.4. (Detailed Budget), budget lines only include the costs of the occupational skills training course(s) (Training Costs); the allowed non-Personnel Costs of books or training materials directly associated with the training; software required to deliver the training (distance learning fees); credentialing exam fees; the miscellaneous trainee expenses, including supportive services costs; and the incentive/stipends costs.

UWT Q #23) When I click on the hyper link in the first paragraph of section V.B.3. in the RFP, III.D.5, I am taken to page 18 where I see no questions concerning the REDC. Please advise as to how to properly fill out this section.

UWT A #23) The hyperlink directs the reader back to section III.D. (Program Services). In scrolling down to item 5 in this section (Regional Economic Development Councils), the detail regarding the Regional Economic Development Council (REDC) questions is provided.

UWT Q #24) Would we qualify as eligible bidders for the Unemployed Worker Training Program (UWT) if our trainees are employed but fit the “underemployed” workers definition? Following the program, they become more attractive candidates for positions in the industry and will likely be earning a higher salary.

UWT A #24) Yes. As stated in section III.B. (Trainee Eligibility) of the UWT RFP, “Trainees must be unemployed or underemployed workers.” As indicated in item 22 of the Definitions section of the UWT RFP (section VII), underemployed individuals may include (2) individuals who are employed in a position that is inadequate with respect to their skills and training and (4) individuals who are employed, but whose current job’s earnings are not sufficient compared to their previous job’s earnings from their previous employment.

New Questions as of 7/13/18 start below:

UWT Q #25) The UWT RFP states that “A spreadsheet of priority industries by region from the 2016 Regional Plans is attached to this RFP (Attachment 17).” No such attachment exists in the RFP. Please advise.

UWT A #25) Attachments are uploaded in the CFA portal as well as on NYSDOL’s CFA webpage (<https://labor.ny.gov/cfa/index.shtm>). The quoted language from Section III.D.3. (Alignment with WIOA Regional Priorities) in the CFA 8.0 UWT RFP should read “A spreadsheet of priority industries by region from the 2016 Regional Plans is attached to this RFP (Attachment 15).”

UWT Q #26) What if our proposed program of training does not result in an industry recognized credential as indicated in question 6477?

UWT A #26) As discussed in section III.D.2. (Career Pathway Awareness and Credentials) of the UWT RFP, “While a Bidder can apply if the proposed program of training does not provide an industry-recognized credential, additional points will be awarded during the scoring process to those programs that help trainees achieve industry-recognized credential(s) given by third party issuers or accredited institutions.”

UWT Q #27) Must our proposed program of training have a certificate of completion?

UWT A #27) Section VI.B. (Payment) of the UWT RFP states, “Successful Bidder must provide documentation that the service was provided. This will include attendance records for each training session to document attendance and/or certificates of completion showing the participant completed all required elements of the training.”

Full completion of training is not required. Partial completion will affect reimbursement as detailed in the Payment section of the UWT RFP, “Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If the trainees attend up to and

including 50% of the course, the reimbursement will be at the level of attendance achieved (e.g., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate). For trainee attendance of 51% and above, the reimbursement will be for 100% of the tuition rate.”

UWT Q #28) For calculating the non-published tuition rate, I see you have Space/Utilities. We do not rent space, but will use our training room for the program we are proposing (this room is used for other purposes unrelated to the proposed training program in application). May we calculate a percentage of the annual costs of this room (e.g., square footage, etc.) used solely for this training as part of the non-published tuition rate? If not, may we include in Indirect costs?

UWT A #28) Yes, in calculating the non-published tuition rate, a pro-rated amount of the annual costs of space or utilities may be included as part of the non-published tuition rate.

UWT Q #29) May we include the cost of books in addition (as a separate item in the budget) to the published tuition rate?

UWT A #29) Yes. As highlighted in table 3 of the Program Cost section (V.B.4) of the UWT RFP, books and training materials are a separate drop-down item in the CFA portal budget from the individual course tuition rates. In addition, books and training materials are to be identified in detail in section 2 (Non-Personal Service Costs) of the Detailed Budget (Attachment 1a).

UWT Q #30) We are considering using the ETPL as a procurement mechanism for training providers under a CFA-UWT proposal. How will it be possible to demonstrate good faith efforts to meet MWBE and SDVOB goals while using the ETPL to procure a training contractor?

UWT A #30) There are MWBEs on the ETPL. As noted in section II.B. of CFA-UWT 8.0 attachment 17 (MWBE and EEO Requirements and Procedures), the Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. Grantees must document good faith efforts to utilize certified MWBE certified ETPs if they fit the criteria of the training.

UWT Q #31) Are employer support letters required/requested?

UWT A #31) No. Letters of support are not required or requested. Bidders must provide a list of businesses who agreed to interview trainees; including contact information, O*NET code, occupational title, number of job openings and the number of trainees the business is willing to interview [Attachment 1]. No additional points will be awarded to bidders that provide letters of support.

UWT Q #32) Are there any limitations on where leveraged funds come from?

UWT A #32) Leveraged funds are limited to the funding of costs associated with the proposed program of training.

UWT Q #33) Also, is there a published or recommended range for cost per participant?

UWT A #33) NYS DOL does not have a published or recommended range for cost per participant for this RFP.

UWT Q #34) Does the cost per participant include the TOTAL budget including leveraged funds or is it calculated as cost per participant for CFA funds alone?

UWT A #34) As indicated in the cost score portion of section V.B.4. of the RFP, the cost per participant calculation is based on “the total program cost requested in the Budget Table completed in the CFA portal, not including any leveraged funding.”

UWT Q #35) Although you state that organizations DO NOT need letters of support, you also ask that letters of support are uploaded. Under what circumstances would an organization benefit from uploading letters of support?

UWT A #35) The provision to allow the upload of Letters of Support is offered in the CFA portal as part of a consolidated funding application system with other State agencies and other State agencies may require Letters of Support. There are no circumstances under NYSDOL’s CFA funding opportunities to which an organization would benefit or be harmed by uploading letters of support.

UWT Q #36) As part of our state-regulated training course, we have to fingerprint individuals for background check purposes which we do at the time of training. In budgeting for this item for the training course, may this be included in the calculated tuition rate as a contracted service necessary for our training, or should it be considered a supportive service?

UWT A #36) No. As stated in section II.B.4. (Unallowable trainings), “training required as part of a federal, state or local government mandate” is not considered “occupational skills training(s) for this RFP and are not allowed.

New Questions as of 7/23/18 start below:

UWT Q #37) Per the NYSDOL UWT RFP on page 29, in CFA Portal Budget Table 1 (i. Cost of course (s)), Bidders are able to enter up to 5 courses. The online portal appears to allow for up to 10 courses. How many courses will a UWT applicant be allowed to enter?

UWT A #37) As stated in section V.B.4 of the CFA 8.0 UWT RFA, Bidders are able to enter up to 5 courses. Additional rows can be added to the table by clicking “Add Rows.” Bidders should use the instructions provided in section V.B.4 of the RFP and the “Scoring Tips” link provided in the portal for assistance in completing the CFA portal budget table.

UWT Q #38) Can you confirm that BOCES are again eligible to apply for Unemployed Worker Training grants?

UWT A #38) Yes, BOCES would be eligible to apply for CFA 8.0 Unemployed Worker Training. As indicated in section III.A. of the CFA 8.0 UWT RFP, eligible Bidders include private for-profit businesses, including LLPs and LLCs; public and private not-for-profit businesses; LWDBs; and private for-profit and public or private not-for-profit training providers, including colleges and universities.

UWT Q #39) If the organization/contractor applying for the RFP is a registered and recognized MWBE, does the organization need to fill out an MWBE and EEO policy statement form as well as a MWBE utilization plan?

UWT A #39) Yes, these are required proposal attachments. All required documents must be completed and uploaded as attachments in the CFA portal no later than the stated due date and time (4:00 PM NYS Time, July 27, 2018). Please note, that uploading blank, incomplete or unsigned attachments to the proposal may render the Bidder ineligible for funding consideration.

UWT Q #40) Are we allowed to budget for the salary of a Case Manager in addition to the Published Tuition Rate?

UWT A #40) Yes. As indicated in section II.B.3. of the UWT RFP, allowable costs under supportive services include providing case management of trainees. If supportive services costs are budgeted, the Bidder must provide a full description of the strategies that will be used to offer supportive services and ensure trainees are maintained in the occupational skills training.

UWT Q #41) If the organization/contractor applying for the RFP is a registered and recognized MWBE, does the organization need to fill out an MWBE and EEO policy statement form as well as a MWBE utilization plan?

UWT A #41) Yes, these are required proposal attachments. All required documents must be completed and uploaded as attachments in the CFA portal no later than the stated due date and time (4:00 PM NYS Time, July 27, 2018). Please note, that uploading blank, incomplete or unsigned attachments to the proposal may render the Bidder ineligible for funding consideration.

If the applicant has no MWBE utilization plan and a Total Waiver will be submitted, the Goals section on the MWBE and EEO Policy Statement (Attachment 18) should be N/A or 0%. On the Application for Waiver of MWBE Participation Goal (Attachment 22), either total waiver or partial waiver should be checked for MBE and WBE. An applicant will need to provide a reason for the waiver request.

UWT Q #42) If we were to determine a specific Project Location, and between now and the award we would have to change location - would that be acceptable? If we have multiple locations, would it be ok if we needed to change one or more of the locations?

UWT A #42) The purpose of the Project Location is to confirm the correct Regional Economic Development Council has been identified. As stated on page 13 of the 2018 CFA Application Manual (available online at <http://regionalcouncils.ny.gov/sites/default/files/2018-04/2018CFAApplicationManual.pdf>). If your project is located within multiple regions, please select the region in which the majority of the project will take place. If you select multiple regions, the project will only be reviewed and scored (if applicable) by the REDC region in which the majority of the project takes place in which will be determined by the program reviewing the project.”

UWT Q #43) Does a published tuition rate mean the rate previously used by the organization in a similar training course or does it refer to an official published rate outside of the organization or approved by a third party?

UWT A #43) As defined in section VII.21 (Definitions – Tuition Rate) in the UWT RFP, tuition rate is defined as “The rate for each occupational skills training course which includes all costs associated with each course the Bidder plans to fund through the CFA”. This is the rate that NYSDOL will base expenditure reimbursement to a successful Bidding organization following the provision of the proposed training program. For the purposes of the CFA 8.0 UWT RFP, a tuition

rate is considered published if it has been distributed publicly by the organization such as, but not limited to: posting online on an official website of the organization; including in written material such as a catalog, annual report or brochure; and/or placed in an online or written advertisement through a third party such as, but not limited to, a newspaper, radio station or trade publication.

UWT Q #44) Does Downtown Revitalization ONLY refer to community development projects in Jamaica and the Bronx - OR to any initiative that helps revitalize a community?

UWT A #44) No, Downtown Revitalization does not refer to only community development projects in Jamaica and the Bronx. For more information regarding Downtown Revitalization, please refer to page 24 in the 2018 REDC Guidebook available online at <http://regionalcouncils.ny.gov/sites/default/files/2018-04/2018REDCGuidebook.pdf>.

UWT Q #45) Our training program provides trainees with retail associate skills such as Point of Sales operation, inventory management, materials valuation, and customer relations. This training aligns with the WIOA regional plan for our region, which lists Retail as a key sector. But under section II.B.4 of the RFP, "Sales training" is listed as an Unallowable Training. Can you clarify what falls under the category of "sales training" and whether a program of our sort would be fully allowed?

UWT A #45) "Sales training" does not equate to the retail associate skills as described in your proposed program of training. Thus, your program would be allowed. For the purposes of this RFP "Sales training" is appropriately applied to salespersons paid primarily through commissions.

UWT Q #46) As an incentive for people to attend our proposed training program, may we include lunch? I wondered whether this came under the grant's category of "Entertainment" which is on a list of unallowable expenses.

UWT A #46) No, food is not an eligible expense for reimbursement under the UWT RFP.

UWT Q #47) We are thinking about applying as a collaboration for the CFA-UWT in partnership with two other organizations. Each organization represents a different geographic area and training approach and as a collaboration we realize that we are limited to applying for a maximum of \$100k or \$33K per organization. Is it possible for each organization to apply individually each for the \$100K, but to have our proposals linked and considered together?

UWT A #47) No. As stated in section III.A. (Eligible Bidders) in the CFA 8.0 UWT, "Eligible Bidders for CFA-UWT funding include private for-profit businesses, including LLPs and LLCs; public and private not-for-profit businesses; LWDBs; and private for-profit and public or private not-for-profit training providers, including colleges and universities. There is no provision within the CFA 8.0 UWT RFP for collaborative or partnership submissions by a lead bidder.

UWT Q #48) Our organization is considering providing job training to underemployed staff that would lead to certification and increased wages. Would this fall under the CFA – UWT program or the CFA – EET? If it is considered the EET program, can the collaboration consist of two UWT programs for \$66K and one EET for \$33K? Specifically, what applications would have to be submitted?

UWT A #48) An application to train existing staff that are considered underemployed could request funding from either the EET or the UWT programs under CFA. As indicated in section II.B. (Use of Funds) in both the EET and the UWT RFPs, “For those Bidders also applying for CFA-EET funds in addition to CFA-UWT funds, please note that funds cannot be combined for use on the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL CFA program.”

UWT Q #49) Can the UWT or EET funds be used for supportive services and the occupational skills training course be donated in-kind by another community partner or do the UWT or EET funds have to be used for the OST courses plus the supportive services? I realize that the proposed project has to include OST courses but does it matter if these services are donated?

UWT A #49) No, for the EET program and Yes, for the UWT program. Supportive services are not an allowable cost under the CFA 8.0 EET RFP. In order to receive reimbursement for supportive services under the CFA 8.0 UWT program, when the occupational skills training course is being donated in-kind, the Bidder must provide the detail for the proposed program of training including the occupational skills to be attained in the training program. The reimbursement of supportive services expenditures, as discussed in section VI.B. (Payment), will be based on individual participation in the training program. In order to ensure proper evaluation of this request, section one of the Detailed Budget must include the training detail with the requested amount indicated as \$0 and the costs associated with the proposed supportive services included in section three on the Detailed Budget as Miscellaneous Trainee Expenses/Supportive Services Costs.

UWT Q #50) The training course we are proposing in this CFA application provides occupational skills training that, upon program completion, results in certification by the NYS Department of Health that enables individuals to work as Home Health Aides for, in our case, a certified home healthcare agency. The course curriculum is prescribed by the State, including specific number of hours, etc. Are you stating that this type of occupational skills training program is not eligible for this CFA application because it is a NYS regulated program?

UWT A #50) Occupational skills training that results in a certification with a New York State agency, such as Home Health Aides, is an approved training course. The associated requirement of fingerprinting or background checks not an eligible expense for reimbursement under the UWT RFP.

UWT Q #51) We have a question about indirect costs: since we do not have a federally recognized indirect cost rate, we would like to use 10% of the modified total direct cost. How is the modified total direct costs calculated -- is just salaries, fringes, and supplies (without equipment)? In our case we would like to include indirect costs associated with providing supportive case management services. Is this allowable?

UWT A #51) As indicated in section II.B.2 (Calculating Non-Published Tuition Rate) of the CFA-UWT RFP, indirect costs may be included in the non-published tuition rate for each occupational skills training course.

UWT Q #52) Can we include advertising costs associate with outreach to participants under non-personal service costs?

UWT A #52) No. Only the following are allowable costs to be included in section two (Non-Personal Service Costs) of the CFA-UWT Detailed Budget document: books or training materials directly associated with the training; credentialing exam fees; and/or software required to deliver the training. Section three (miscellaneous trainee expenses/supportive services costs) is limited to the cost and justification associated with the proposed supportive services.

UWT Q #53) If the published tuition rate include exams (a supportive services under this CFA), where should the exam amount be listed - with the tuition or separately?

UWT A #53) As indicated in the tables and description located in section V.B.4. (CFA Portal Budget Table) of the CFA-UWT RFP, "In the "Use" column, provide the use for each cost of the program by selecting from the following drop-down options, applicable to the Bidder's specific proposed program of training: iv. Credential exam fees for all offered courses. This information should also be listed in section two (Non-Personal Services Costs) of the Detailed Budget attachment.

UWT Q #54) For the MWBE requirement, the "Requirements and Procedures" document in the application appendix, states in the first paragraph that NYSDOL is required to implement MWBE for all state contracts "in excess of \$25,000 for labor, services, equipment, materials or combination" of these. Am I correct in my understanding that if our grant budget – minus in-house staff costs – that is, labor or services we are not procuring – is less than \$25,000, we do not have to submit the MWBE and should submit a waiver request based on this?

UWT A #54) You are correct. As indicated in section VIII (Attachments by CFA Portal Question Number) of the CFA RFPs, this attachment is only required for Bidders requesting \$25,000 or more in grant funds.

UWT Q #55) If we purchase gift cards for incentives for trainees – equivalent to cash – would this be counted regarding the \$25,000 or more budget ceiling considered for the MWBE requirement?

UWT A #55) The \$25,000 minimum budget requirement for MWBE/SDVOB documents specified in the CFA RFPs is in regards to the total amount of funding requested.

UWT Q #56) For the detailed budget attachment, under Section 1 on Training Cost Detail, we calculated a non-published tuition rate based on the allowable items listed on pages 6-7 of the RFP, including trainer and other personnel costs (such as admissions recruitment time), as well as non-personnel items, such as training room space use, staff travel time, advertising for recruitment, etc. There does not seem to be a place to include the detail for these non-personnel costs in Section 1, although they are included in our calculated non-published tuition rate. Should I be putting only the personnel-related costs in our non-published tuition rate in Section 1, and the balance (detail) of the other costs included in our tuition rate in Section 2 (which indicates non-personnel costs associated with the program)?

UWT A #56) There is no justification or detail of cost requirement for the non-published tuition rate calculation. NYSDOL will not request the itemization of the non-published tuition rate calculation and will only reimburse training course costs based on the rate provided as indicated in section VI.B. (Payment) of the RFP. Specifically, "Expenditure reimbursement is based on individual participant attendance at occupational skills trainings. If the trainees attend up to and including 50% of the course, the reimbursement will be at the level of attendance

achieved (e.g., individual trainee attends 30% of the course sessions, the reimbursement will be 30% of the tuition rate). For trainee attendance of 51% and above, the reimbursement will be for 100% of the tuition rate.”

UWT Q #57) In regards to Q_7431 (Describe, using and citing local data sources, the characteristics of this proposal's target population.), Can you provide examples of what “characteristics” means? Are you looking for demographics of clients that we have previously served with this training program, or general demographics of the population that we recruit from? Our target population includes multiple priority populations, should we just list the percentage of those priority populations in our proposed region?

UWT A #57) Q_7431 refers to section I.A. (Background) of the UWT RFP, “Additional points in scoring will be given to programs that target priority populations”. Bidders may demonstrate that their program targets priority populations in a variety of ways including but not limited to: documenting the program’s prior service to the priority population(s); describing the demographics of the population participants will be recruited from; etc.

UWT Q #58) Can a public university apply to CFA 8.0 UWT for up to 100k and separately the Research Foundation of the public university be allowed a separate application up to 100k?

Yes. As indicated in section III.A. (Bidder Eligibility) of the UWT RFP, “Separate operations or locations of an eligible Bidder may apply separately if they have different Federal Employer Identification Numbers (FEINs).” It should be highlighted, as stated in section II.B. (Use of Funds), “Please note that funds cannot be combined for use on the same trainees. Each group of trainees must remain separate and distinct and be trained solely under one NYSDOL CFA program.”

[RETURN TO TOP](#)